

# TOWN OF GILL

MASSACHUSETTS



[www.gillmass.org](http://www.gillmass.org)

## SELECTBOARD & FINANCE COMMITTEE MEETING MINUTES

May 31, 2012

Call to Order: The joint meeting of the Selectboard and Finance Committee was called to order at 7:07pm.

Present: Randy Crochier, Ann Banash and John Ward, Selectboard members; Ray Purington, Admin. Assistant; Timmie Smith, Claire Chang, Ronnie LaChance, Jim Poulsen, Alden Booth (7:13pm), Finance Committee members; Lynda Hodsdon Mayo.

Salaries for Elected Employees: Town Clerk Lynda Hodsdon Mayo addressed the requested \$1,000 increases to the salaries of the Town Clerk, Tax Collector, and Treasurer. She noted that she and Ronnie (Treasurer and Tax Collector) are not asking for raises – there are no new duties to these important elected positions. The request is one of fairness and equity. She cited the 2010 HRS study that recommended the positions' salaries be equivalent to Step 7 on Gill's wage scale, and referred to the salary increase that year that included a promise of regular increases in the future. Lynda also asked why there wasn't some way to link the three positions to the wage scale, so that increases could be more automatic, subject to confirming votes each year by Town Meeting.

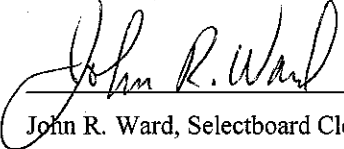
There was a general discussion of elected positions versus appointed positions, supervision and accountability, and stipends versus salaries. Placement of the positions at a "for reference" position on the wage scale was also discussed. No conclusions were reached.

Overrides and Debt Exclusions: Lynda presented three scenarios of the estimated costs for holding a debt exclusion or override vote. It was felt that to increase the Town Clerk's Elections budget by \$1000 would be sufficient to cover the costs of holding a Prop 2 ½ vote concurrent with the September 6<sup>th</sup> State Primary.

Library Salaries: Ray distributed a memo that addressed the placement of the Library Director and Assistant Director on the Town's wage scale. The memo also explained potential employee benefit costs resulting from increasing the hours the library is open to more than 20 hours per week.

Adjournment: The Selectboard and Finance Committee adjourned at 9:00p.m.

*Minutes respectfully submitted by Ray Purington, Administrative Assistant.*

  
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John R. Ward, Selectboard Clerk

## Three Options for Prop 2 ½ Override or Debt Exclusion

## Town Ballot Questions ---

## 1. Cost for a simple Special Election anytime:

Ballots- \$ 15.00

Workers- 12-8 p.m. + Count \$700.00

Handicap AutoMark Machine- \$550.00

\$1,265.00 Total Cost

## 2. Second Election on November 6th Presidential Election.

Ballots: Can be added to State Ballot if information is provided to Elections by August 1, 2012 at 5:00 p.m. including complete wording of question. Limit three questions. No cost

Workers: Would be needed to count ballot responses after election Est. \$150.00

Handicap Automark Machine: no additional charge-paid by State.

\$150.00 Total Cost

3. Second Election on September 6<sup>th</sup> with State Primary.

Ballots: \$ 15.00

Workers: \$150.00 hand counting ballots

Handicap AutoMark Machine: \$550.00

\$715.00 Total Cost

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TO: Selectboard, Library Trustees, Finance Committee  
FR: Ray Purington, Administrative Assistant  
DATE: May 30, 2012  
RE: Library Employees & Wage Compensation Plan

A few points to consider as part of the discussion of the Library Trustees' requested pay increase for the Library Director, in conjunction with the request for additional hours for the library to be open:

- This wasn't questioned, but Library employees are clearly already covered by Gill's Personnel Policy:

"This policy shall apply to all employees of the Town of Gill except those appointed or employed by the School Committee....In addition, each board...having any Town employee under its direction...shall be responsible for having the wages and salaries for Town employees under its jurisdiction fixed in accordance with the Wage Compensation Plan."

Barring any new information coming from people involved with establishing the Wage Plan, not having the Library Director and Assistant Director on the current Wage Plan may very well be just an oversight, and due for correction. I've found no answers thus far in my files.

- The Personnel Committee should be asked to consider adding the two positions to the Wage Plan and to report back to the Selectboard during FY13 with a recommendation. Position classifications and rates of pay would be part of that recommendation.
- Since the Library Director position is not currently on the Wage Plan, it can be argued that the wage is presently determined by the Library Trustees so long as it's funded by the approved budget. This would allow an increase to occur at the start of FY13, ahead of the Personnel Committee's study.
- With respect to the additional hours for the library, currently the library is open to the public 14 hours per week, plus another 1-2 hours weekly for story hour. Adding 6 more hours brings the total to 20 or more hours per week, which is the threshold for an employee to receive benefits. So long as the hours are divided between the Director and Assistant, benefits do not come into play. While I do not believe that access to benefits is driving the request for more hours, adding hours could establish a possibility that does not currently exist.