

MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 11/6/2019

SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Wendy F. Cochrane, Member

TOPIC		ACTION
	Meeting Convened at 9:15 am at Moitoza - Pettey Hearing Room, 1 North Main St.	
Personnel Board	<ul style="list-style-type: none"> - Review non-union paygrades - Mr. Coutinho stated he went over the plans with the Town Accountant and presented them to the board. Grades throughout the Town are not the same for everyone. Police, Fire & Clerical are different. He then went on to discuss several other positions in the Town. He stated that in Highway the truck driver, in Library the custodian, the Board of Health secretary and the maintenance man kind of skew the pay scale. Miller noted that many people have questioned him about the Board of Health secretary's pay being so high compared to others. He noted that the BOH has the right to pay what they feel is right whether it is wrong or right. He noted that it should not have an impact on their decisions and that most people did not realize that they have nothing to do with the secretary's salary. Coutinho then presented several other grids. He also mentioned that the Personnel Board should be meeting every January according to Personnel Bylaws to discuss these issues. Miller then asked the Town Administrator what grid he felt was best. Town Accountant stated she thought it would be better to go with a term and go back say every three years or so to look at it again. Coutinho suggested they go with Grid #3 with the 5% grade increases even though they will still need to place everyone on the grid. He stated that he felt that clerks should start at a Grade 6 on Grid #3 and maintenance position should be a Grade 9 and they can't do anything with the BOH clerk so they should just leave her off. Library custodian should stay a Grade 1 and bump up every year. Highway has special licenses, plows and what not so should maybe start at Grade 7. All regular secretaries should probably start at Grade 6 Step 3 so they will go from \$15.12 up to \$17.20 and then the following year would be \$18.03 and in 2022 would be \$18.91. They also discussed that revolving fund caps may need to be changed at Town Meeting. The Boards that insist on staying as revolving fund accounts will need to learn to maintain it with the new pay scales. Board agreed to accept Grid #3 with no starting day and a reclassification at the next meeting. - Board discussed the Personnel Bylaws. Motion to eliminate Section 4.4. Section E on Page 8 from the Personnel Bylaws made by Cochrane. - Coutinho discussed the section pertaining to Special Schedule. That was eliminated years ago when the Board gave contracts so he suggested deleting it and making appropriate changes. He noted that positions like the Town Administrator, Assistant Town Accountant & Selectmen's Administrative Assistant should be salaried positions. He suggested that certain positions should be listed as exempt, not treated as regular employees and contracted so that they can be negotiated. Section 1 	<p>Motion to eliminate Section 4.4. Section E on Page 8 from the Personnel Bylaws made by Cochrane, Miller sec. - Voted</p> <p>Motion to delete current wording from Section 1.4 of the Personnel Bylaws and to replace it with "Salaried employees are contractual and are exempt from the</p>

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subsection 1.4 Salaried Employees should read salaried employees are contractual and are exempt from the Personnel Bylaws and to delete the current wording.

Personnel Bylaws” made by Cochrane, Miller sec. – Voted

- Board agreed to accept Grid #3 as presented with the stipulation to have a reclassification meeting for those that fall on the grid.
- Board discussed with the Town Administrator posting for his position. Mr. Coutinho noted that after being the Town Administrator for 3 years in Town he sees that Berkley really needs a full-time Town Administrator. Miller and Cochrane agreed to post for Town Administrator position at 22-25 hours a week and \$60k - \$75k salary.


Motion to accept Grid #3 as presented with stipulation to have a reclassification meeting made by Cochrane, Miller sec. – Voted

Motion to post an ad for Town Administrator made by Cochrane, Miller sec. – Voted

Meeting Adjourn

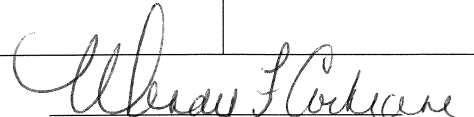
Motion to adjourn made by Cochrane, Miller sec. – Voted

Next Meeting November 13, 2019



George F. Miller, Chairman

Alan G. Coutinho, Town Administrator



Wendy F. Cochrane, Member