

Questions	Chelsea	Fairlee	Pomfret	Rochester	Sharon	Strafford	Tunbridge
2. How many town office administrative staff, including town clerk and treasurer, do you have?	1 -- Per SG	3	3	2	5	3	2
3. How many total hours do all town office staff work per week?	62	82	42	72	105	90	54
4. How many hours per week does the town clerk work?	21	35	18	39	40	34	32 as Town Clerk and AA
5. How many hours per week does the town treasurer work?	21	25	21	39	3	34	20
6. Are the town clerk and town treasurer positions filled by one person?	no	No	no	yes	no	yes	no
7. Are your town clerk and town treasurer elected?	yes	Yes	yes	yes	yes	yes	yes
8. Does the town clerk provide administrative support to the selectboard?	no	No	no	yes	no	yes	yes
9. If the town clerk or another position provides administrative support to the selectboard, how many hours per week are provided?	The Selectboard has created a Town Administrator position. 20 hours per week at @ \$18.00/hr.	Provided by Town Admin and Minutes Clerk	The SB do all their own work--they are at the point where they need their own assistant, but have not hired one yet. The Clerk puts legal notices in the paper, and a few other simple things like that, but the Clerk and Treasurer have full time work of their own and cannot accommodate tasks for the SB. We have an assistant Clerk/Treas who covers for sick time, vacation, and comes in 3 hours/week to help with accounts payable and other routine tasks. Pomfret's standard rate for her, for listers, for auditors, Zoning Administrator is \$17.00 hour. no benefits.	We just hired an admin asst to selectbd in July, she is still new. In the past I spent a good 15 hrs a week at least working for the selectboard. I still do some while the new person is learning.	The administrative assistant to the selectboard works 30 hrs per week. We have a finance manager that does the bulk of what the treasurer used to do and works 30 hrs per week at \$20.40 per hour. We have an AP clerk who works about 2 hrs per week for \$16.91 per hour. These separate positions help with internal controls and segregation of duties.	1) Town Clerk 2) 6 hrs 3)\$20.58 p/hr	the Town clerk is currently also the support for the select board
10. If the town clerk or other position provides administrative support to the selectboard, what tasks are done?	Prepare & Post Agenda, Take Minutes, All Selectboard Correspondence, Coordinates with all Departments work necessary to the Town, generates all reports to state federal agencies.	N/A	(blank)	grants, filing, general project work	Handle public complaints, research, direct admin support for meetings, public notices, grant admin, town report	Attends, Meetings, Posting Minutes, Agenda's, Meeting, Notices, Administrative Support, Clerical Tasks, Grants Financials, etc.	Takes minutes for the meeting, prepares payroll, draws up the orders, keeps tracks for grants, and works directly with the selectboard and road crew
11. What is the town clerk and treasurer's hourly rate?	Clerk 22,800/yr Treasurer 24,000/yr	Town Admin \$21.25, Town Clerk and Town Treasurer 20.97, Admin Ast1 \$12.36, Admin Ast 2 \$14.68 (total admin ast budget is \$8,397.)	\$25.84 hour=24,000 year	17.75 total	\$18.73 tc, \$19.23 tt	20.58	Both jobs have saleries TC- 27,265 and the Treasure is 21067.00
12. How many hours per week does the assistant town clerk and treasurer work?	as needed	On and as needed basis	3 hours unless vacation	19	minimal hrs - tc is assist and tt is assistant tc	32	Assistant Town Clerk only works if the Town clerk is on vacation or away at a confrence, and the assistant treasurer only works two hours a week to collect and refreash dump tickets and if the treasure is unavailiable
13. What is the hourly rate for the assistant town clerk and treasurer?	11.85/hr	N/A	\$17/hour	14	tc is unpaid as assist tt, tt gets \$13 an hour for 120 hrs a yr	18.12	15.26/hr. for both
14. How many hours per week does an administrative assistant work?	none	N/A	none	15	30 hrs	18	This again is hard to say because the TC and AA are the same person
15. What is the hourly rate for an administrative assistant?	none	Admin Ast1 \$12.36, Admin Ast 2 \$14.68 (total admin ast budget is \$8,397.)	0	18	20.4	13.96	The AA gets a salary of 17,435.00
16. Do the town clerk/treasurer, assistant town clerk/treasurer, and any administrative assistant have job descriptions?	no	?	they follow the VLCT Handbook - don't have job description	yes, no	yes	yes	no
17. Who receives town paid health insurance, dental, and vision benefits ?	only if they work a certain amount of hours.	Town Clerk, Treasurer and Town Administrator	town clerk/treasurer, highway crew	town clerk/treasurer	town clerk/treasurer, administrative assistant, treasurer does not, but finance mgr does	town clerk/treasurer, assistant town clerk/treasurer	town clerk/treasurer
18. How is the health insurance benefit calculated?	by a percentage of the premium-- 85% Per SG	Provided to employee/single plan Town pays \$624.18 per month.	by a dollar amount per employee	Single plan 90% town and 10% employee, 2-per or family will be 50% of the difference between elected coverage and single coverage	by a dollar amount per employee -- By a percentage amount per employee 93%SG	by a percentage of the premium	by a percentage of the premium -- 90% of gold 40% of spouse

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19. Who provides your health insurance coverage?	Blue Cross Blue Shield Platinum	BC/BS of Vermont of Platnum Plan	BC/BS of Vermont, standard gold plan. We are considering cafeteria plan for next year, but pay 100% of premium for highway crew. (which isn't really fair, as each person gets coverage appropriate to their situation, so the town pays unequally for each highway worker.) Treasurer and Clerk qualify for insurance, and the town pays half the premium of a 2 person plan (\$541.75/month) either in coverage or as a lump sum payment in lieu of being covered by the town. No one else gets any coverage. We do not offer dental, vision, HSA, HRA or anything else.	bcbs/vlct	BCBSVT - all eligible employees (full time 30 hrs or more) get either 93% platinum or same dollar value for gold standard and hra for balance of dollar value. 100% dental. Pay their own eyemed. Family premium is paid at same percentage as single.	Blue Cross and Blue Shield of Vermont	Blue Cross and Blue Shield of Vermont
20. How is the dental benefit calculated?	other	100% by employee	No Dental	(blank)	100% of premium paid by town - Dental Plan 7 of Delta Dental	by a percentage of the premium	100% Premium paid by town for employee only
21. How is the vision benefit calculated?	(blank)	100 % by employee	No Vision	(blank)	Paid 100% Eyemed by employee	other	100%
22. Do the town office staff receive holiday bonuses?	no	no	no	no	no	yes	no
23. How much was the 2014 holiday bonus per person for the office staff?	0	0	(blank)	(blank)	0	150	(blank)
24. Does your town pay a retirement benefit for the town clerk/treasurer?	yes	no	no	yes	yes	yes	yes
25. Does your town pay a retirement benefit for the assistant town clerk/treasurer?	no	no	no	no	no	yes	yes
26. How is the retirement benefit calculated?	Town match up to 3% on personnel earning \$3k or more per year - Per SG	no	by a percentage-except for the Assistant Town Clerk who works less than 20 hours per week.	VMERS 5.5% town 4.5% employee class B	Town Pays 5.5% of gross and staff can pay 4.75% (must work more than 30 hours on a permanent basis) Vmers DB	Town Pays 4% of gross and staff can pay 2.5% (must work 20 hours/week or more to qualify for this).	Town Pays 4% of gross and staff can pay 2.5%
27. Does the town pay other benefits not included in this survey, such as a HRA?	2 sick days and 2 personal days	40 Hrs Personal and Sick, 120 Hrs - No carry Over	No	1/2 day up to 4 weeks vacation, 5 personal leave days, Health Savings Account \$1,200, L&D Life Ins \$134 per employee	It's part of dollar amt. We pay 93% of platinum or 100% gold with hra to make up difference to platinum premium	5 to 20 days vacation, 10 personal/sick leave days can carryover 15	5 to 20 days vacation, 10 sick, 4 personal days and Afflec Insurance is offered and paid by the employee.
28. Do you have a town manager?	no	Yes, Town Admin	no	no	no	no	no
II. Road Crew Portion of the Survey							
1. How many road crew members, including a road foreman/supervisor, do you have?	2	n/a	3	2	4	4	4
2. How many total hours of work are provided by the road crew per week?	40+	n/a	120	80	160	160	40 hrs for each so that is 160 hrs a week
3. Do you have a road foreman or supervisor?	yes	n/a	yes	yes	yes	yes	yes
4. Do you have a job description for the road crew supervisory position?	yes	n/a	yes	no	yes	yes	no
5. For the road crew supervisory position, what is the job title and hourly rate?	Road Foreman-- Selectboard Member per SG	n/a	Road foreman, \$22.44/hour	Road Commissioner, no pay	Road Crew Foreman \$20.70 per hour -- new rate \$21.70 per SG	Road Foreman \$29.56 per hour	20.30/hr
6. For the road crew supervisory position, is this person paid an annual salary?	no	n/a	no	no	no	yes	no
7. For road crew members, what is the title and hourly rate for each road crew position?	Road Maintenance Worker	n/a	Just 2 other highway workers, each paid \$20.40/hour One of the SB is the Road Commissioner, though he "delegates" a fair amount of work to the Road Foreman, like bids, quotes, preliminary work on grants, etc.	Road Foreman-\$23.25 Road Crew-\$19.25	Assistant Road Crew Foreman \$18.87 Road Crew Level One \$16.46 (almost to Level Two) Road Crew Level One \$15.30	Road Crew Laborer \$18.47 Road Crew Laborer \$20.27 Road Crew Laborer \$18.13	Road Crew1 18.09/hr, Road Crew2 17.30/hr Road Crew3 15.50/hr
8. For each road crew position, do you have job descriptions?	yes	n/a	yes	no	yes	yes	no
9. Who receives town paid health insurance, vision, and dental benefits?	road crew members	n/a	foreman and road crew members	road crew members	road crew members	road crew members	road crew members

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10. How is the health insurance benefit calculated?	by a percentage of the premium-- 85% Per SG	n/a	other	Single plan 90% town and 10%employee and one 2 person plan.	by a dollar amount per employee -- By a percentage amount per employee 93%SG	by a percentage of the premium	by a percentage of the premium -- 90% Gold 40% of spouse per SG
11. Who provides the health insurance coverage?	Blue Cross Blue Shield Platinum	n/a	See comments above for health insurance. All 3 road crew (including foreman) get fully paid health insurance. They all participate in VMERS, plan A. They are allowed to choose the plan they want, and 1 person recently switched to plan C, which contributes higher %ages of pay toward retirement (both employee contribution and town contribution). If we move to a cafeteria plan, and give each person a set \$\$ amount to spend, then we probably will have to offer other benefits for people to "spend" their money on.	bcbs/vlct-same as town no dental or vision insurance!!!!	BCBSVT - all eligible employees (full time 30 hrs or more) get either 93% platinum or same dollar value for gold standard and hra for balance of dollar value. 100% dental. Pay their own eyemed. Family premium is paid at same percentage as single.	Blue Cross Blue Shield of Vermont	Blue Cross and Blue Shield of Vermont
12. How is the dental benefit calculated?	other - none per SG	n/a	None	other	by a percentage of the premium -- 100% per SG	by a percentage of the premium	100% Premium paid by town for employee only
13. How is the vision benefit calculated?	other	n/a	None	other	by a percentage of the premium	other	100%
14. Do the road crew supervisor and road crew members receive a holiday bonus?	yes	n/a	no	no	no	yes	no
15. How much was the 2014 holiday bonus per person for the road crew?	(blank)	n/a	0	0	0	150	0
15. Do the road supervisor and road crew members receive a clothing allowance or have uniforms provided?	yes	n/a	no	yes	Yes	yes	Yes
16. If they receive a clothing allowance, how much is it per person?	500/year	n/a	(blank)	\$750./year	Uniforms (Foley Service) , \$11 per week per crew member, \$2,288 Anually per SG	yes	Uniform Service \$2,759 Anually
17. Do the road supervisor and road crew members receive a retirement benefit?	yes	n/a	yes	yes	yes	yes	yes
18. How is the retirement benefit calculated?	Town match up to 3% on personnel earning \$3k or more per year - Per SG	n/a	they choose the VMERS plan they want, so they choose the plan/percentage of pay they contribute and the town is compelled to contribute whatever is required for the selected plan.	VMERS 5.5% town 4.5% employee class B	Town Pays 5.5% of gross and staff can pay 4.75% (must work more than 30 hours on a permanent basis) Vmers DB	Town Pays 4% of gross and staff can pay 2.5% (must work 20 hours/week to quqlify for this.	Town Pays 4% of gross and staff can pay 2.5%
19. Does the town pay other benefits not included in this survey, such as a HRA?	2 sick days, 2 personal days	n/a	Vacation 10-18days based on years of service, sick leave 6 days accum up to 40 days.	Health Savings Account \$1,200, L&D Life Ins \$134 per employee	It's part of dollar amt. We pay 93% of platinum or 100% gold with hra to make up difference to platinum premium	5 to 20 days vacation, 10 personal/sick leave days can carryover 15	5 to 20 days vacation, 10 sick, 4 personal days and Afflec Insurance is offered and paid by the employee.
III Personnel Policy:							
Does your town have a personnel policy?	yes-Outdated	?	yes	yes	yes	yes	no
Does your town have any pay scales for either the office or the road crew?	no	no	no	no	yes	no	yes
Are there any other town positions not mentioned in this survey?	no	?	listers, auditors, delinquent tax collector, constable	Listers (no insurance; \$13/hour and mileage), Librarian (yes insurance and the town pays her salary)	(blank)	no	yes -- Listers \$15 per hour per SG