

DRAFT MINUTES

Pay and Classification and Compensation Subcommittee Meeting

April 30, 2015

Subcommittee Members Present: Tori Lloyd, Bob Bushway, Mark Castro, and Toni Pippy

1. The Subcommittee reviewed the current materials available: Strafford job descriptions, Strafford Personnel Policy, Strafford pay and compensation, and Vermont League of Cities and Towns (VLCT) publications of benefits and compensation for all Vermont towns.
2. Other resources discussed were Better Back Roads and the Vermont Municipal Clerks' and Treasurers' Association.
3. The Subcommittee reviewed the VLCT scope of work and will complete the following items from that scope:
 - a. Review all job descriptions for all Strafford employees and elected officials.
 - b. Conduct survey of job descriptions and personnel policies for Strafford and at least four similarly positioned towns with regard to population, tax collection, mileage and road_classification, and number of paid employees and elected officials.
 - c. Conduct market research on pay for comparable positions based on similarly situated towns and other available data.
 - d. Evaluate and rank jobs into a pay classification hierarchy.
 - e. Develop a salary range for each position and compile into a recommended Pay and Classification System.
 - f. Review current pay of Strafford employees and see where they fit within recommended pay ranges.
 - g. Develop proposed Pay and Classification System and include in report along with research findings
 - h. Present a report and proposed Pay and Classification System to Selectboard and community members.
 - i. Revise report as necessary based on Selectboard's feedback.
 - j. Develop proposed Compensation Plan, which may include other factors.
4. The Subcommittee did not review the Rockefeller Policy project scope of work and will only do so after its completion. If it is found to be incomplete based on the Town's needs, then the Subcommittee will address it at that time.
5. The Subcommittee was very clear that this project was about resources allocation and will reflect Town expectations as appropriate. Neither personnel performance nor any specific position is being scrutinized. Instead, the goal is strictly to fully understand and make recommendations as appropriate regarding pay and classification of positions supported by Strafford tax payers.
6. Action Items
 - a. Toni Pippy – i) contact Better Back Roads and the Vermont Municipal Clerks' and Treasurers' Association to find out about available resources; and ii) email excel spreadsheet to Mark.
 - b. Mark Castro – Use the VLCT resource books to find 15 similarly situated towns to be reviewed and winnowed to between four and five to use for comparison.
 - c. Tori Lloyd – prepare two surveys: i) one for identified towns to complete to meet above objectives; and ii) one for Strafford townspeople to understand expectations of Town services.

Adjourned at 6:55 pm. The next meeting is Monday, May 11 at 5:30 at the Town Office.

Respectfully Submitted,

Tori Lloyd, Subcommittee Chair