

BOARD OF SELECTMEN
Town Hall Conference Room
Working Session
Minutes of October 15, 2014

Chairman Dick Gandt called the meeting to order at 4:30M. Board members present in addition to Chairman Dick Gandt, were Martha Morrison, Steve Lais and Eldon Goodhue. Laura Powers was absent. Of the Selectmen's staff Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Fire Chief Ron Giovannacci, Personnel Advisory Committee members Al Wallace, Bette Cullinan and Roberta Sapienza, Treasurer/Collector Barbara Michalowski, Principal Assessor Nina Evans and Human Resources Services, Sandy Stapcznski and Tony Torrisi.

Short Term Borrowing: Selectman Morrison made a motion to approve the sale of a \$1,500,000 Bond Anticipation Note (BAN) for the Town of Topsfield for the purposes of Water Mains at \$900,000, Water Treatment Plant at \$455,000 and Highway Sander Truck at \$145,000, seconded by Selectman Lais; so voted: 4-0. Treasurer/Collector Barbara Michalowski provided some further details regarding the BAN.

Pay & Classification Study Review: Ms. Hebert introduced Human Resources Services (HRS) Sandy Stapcznski and Tony Torrisi. Ms. Stapcznski provided an overview stating that the salary grid presented is representative of FY14 rates and suggested that the figures be brought up to be representative of FY15 rates. Further guidelines for implementation were explained, including a narrative on how to place employees on the new pay grid. Ms. Stapcznski reported that the job descriptions were being finalized to update for ADA and FSLA, along with non-discriminating language. Chairman Gandt pursued a conversation about the job descriptions and asked for details about those that HRS rewrote. Ms. Stapcznski concluded that the study presented addresses a system that is fair, competitive, consistent, motivating, fiscally responsible and an on going process. She further stated that the proposed classification structure and proposed compensation plan, along with proposed job evaluation methodology for internal equity is provided to the town within the study. Ms. Stapcznski noted that the Call Firefighters pay structure/grid was developed because there was not one in place before. There was then a discussion of the Call Firefighter pay structure as presented. Mr. Torrisi further explained the Call Firefighter data; Ms. Hebert reminded the Board that this is a bargaining issue. Selectman Morrison brought up the Town Clerk's position with no figure being displayed. There was a discussion regarding the Town Clerk's salary and how it is determined. It was noted that the study would be of value to the Finance Committee and that they could utilize the data about the Town Clerks from other towns when setting a new salary. Selectman Morrison commented that the position of Stormwater Coordinator appears to be missing. Chairman Gandt requested that the final version remove the references made to the Personnel Board, noting that that Board ceased to exist after 2006. Selectman Goodhue would like to see the final report, noting that the report will be utilized as a tool in moving the process forward. It was noted that the Final Report would be delivered at the October 20th meeting at 7:45PM. Chairman Gandt requested the data in excel version, Ms. Stapcznski explained that it is proprietary information, but that the pay salary grid would be made available.

Selectman Morrison noted to the Board:

- Fire Department has attended a webinar on the EBOLA issue
- Town Hall building issues need to be addressed
- The Board of Health changed their Rules & Regulations in August with no communication to anyone, however, noting that Chairman Gandt was present at the meeting that the changes were voted on.

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Clarification of the Authority for Signing of Contracts/Grants & Chapter 90/Peer Reviews etc:
Chairman Gandt reported that he, as a citizen, has engaged an attorney in his words, “to help resolve the issues that the Town is going through.”

At 5:55 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 4-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen’s Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Documents relative to Bond Anticipation Note
3. Draft of the Pay & Classification Study

Approved as amended at the February 23, 2015 Board of Selectmen’s meeting.

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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