



**Personnel Board May 22, 2019**  
**Meeting Minutes**  
**First Floor Meeting Room**  
**Town Hall, 9:00am**

Present: Tony Butterfield, Charles Scherpa, Chris Hoffmann, Rebecca Woodland, Catherine Porter  
Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Chris Crane,

**Old Business:**

- **Agenda Review/Additions** –None.
- **Minutes** of April meeting approved unanimously
- **Personnel and Recruitment update**

**New Business**

- Mr. Butterfield addressed the board stating the Part-Time Wage Scale task force made up of Chris Hoffman and himself, met with HR and the Library Director and reviewed the documents from Chris Crane. The key points that the task force wants to highlight are:
  - Creating a new scale that works with the state minimum wage scale is complicated
  - Employees received a 2% increase. Some received a greater percentage to bring them up to the \$12 minimum wage. This was a new method because in the past a step elimination would be the solution.
  - Inaccurate information in the media; there was no lost pay and no employee has suffered a reduction in their rate of pay. The “loss” is from anticipated loss. The Library has a practice of granting step increases on July 1. However, this year the library has chosen to defer that increase until January 1, 2020. This decision was approved and budgeted accordingly.
  - The Board supports the wage scale. It is the department head/manager’s decision to issue a step to the part time staff, not one of the Board.
  - More work needs to be done on the scales over the next 4 years as the state progresses to \$15/hour minimum wage for January 1, 2023. These scales will require the Town Manager’s review and approval.
- Chris Crane stated to the board that as a result she will be receiving 0.5% less due to the change of when the step increase was issued and asked the board if they supported this. The board reiterated that it doesn’t manage department heads/managers’ issuance of step increases. Ms. Crane state that the library workers will always be behind in wages. Ms. Crane requested a copy of the task force’s report. Mr. Scherpa stated that not all department heads have given steps as regularly as the Library currently does and the fact that the Library isn’t giving steps during this state minimum wage change doesn’t mean it is a change in practice or policy.
- It was noted that municipalities are not required to comply with state minimum wage laws.
- There was much discussion on the budget impact of these wage changes to the Town and Library. How will the Library handle this? Will they need to close one of its branches? How many other



part time employees are there? 245 of the total 480 part time employees are at the \$12 rate. The cost this year was \$26,000. It was noted that the issue was brought to the board's attention 4 days prior to the non-union budget hearing.

- Ms. Rivera-Riffenburg feels that new scales need to be created with consistency. Perhaps with 3% between steps up to 11 steps. Mr. Scherpa asked how will the part time starting wage compare to the scales and starting wages for full timers. Wage compression across many grade/levels and part time scales versus full time scales are a real concern and need careful review.
- At the conclusion of this discussion, the Personnel Board supports the task force's report.
- Ms. Rivera-Riffenburg stated she will begin work on the Performance Management review.
- Staffing Update- (Misiasek) There were a retirement in IT (will not be filled) and a resignation in LSSE. A new WWTP operator in training was hired.
- Next meeting is scheduled for June 12<sup>th</sup> at 9am, however could change due to members unavailability.

Meeting Adjourned 9:52am  
Joanne Misiasek, Note taker