

**FINANCE COMMITTEE MEETING
NOVEMBER 15, 2011**

The meeting was called to order at 7:32 PM in the Selectmen's Meeting Room of Town Hall. The following members were present: Ken Szajda, Tom Meehan, Kathleen White, Michelle Zeamer, Mark Schultz and Pam Zicko (arr. 8:50 pm).

Mark Schultz, seconded by Tom Meehan made a MOTION to approve the minutes of the Oct. 24, 2011 meeting. Passed 5-0-0.

Mark Schultz, seconded by Tom Meehan, made a MOTION to approve payment of a bill submitted for meetings and minutes for the week ending Oct. 28, 2011, totaling 1.5 hrs. Passed 5-0-0.

Mark Schultz, seconded by Kathleen White, made a MOTION to approve payment of a bill submitted by Faith Antonioli, for meetings and minutes for the week ending Nov. 5, 2011, totaling 1.75 hrs. Passed 5—0.

Lawrence Stone and Rachel Brown, representing Stone Consulting, Inc. then presented and discussed the classification and total compensation study that they will be conducting for the town. They wanted to meet with FinComm to find out what their expectations and needs are. Ms. Brown went on to tell the committee about the members of the Stone Consulting team that are conducting the Holliston study. The company's expertise is in the public sector; individual members have worked in the for-profit sector in the past. Rachel Brown deals with the compensation area; Larry Stone is the actuary; and Kevin Gabriel deals with managed health care and is a health actuary. The study has two parts – classification and total compensation. Classification deals with the non-union positions. Job descriptions will be updated. The study will look to ensure fair pay between positions and that the pay is externally competitive. The study will review and update the pay schedule. The town needs to be able to self-maintain the system when the Stone Co. is gone. Ms. Brown then talked about the chart showing a comparison of communities. She asked FinComm if they felt it was a good sampling of towns. She did point out that it was not done strictly from a geographic base; it was a diverse mix. Ms. Brown then discussed the Total Compensation Model, and how to support the town's goals and competitiveness among communities. Ken Szajda said that there needs to be an end point to help drive negotiations with collective bargaining units. Ms. Brown asked how much the School Dept. has played into their process. For total compensation, they need to look at compensation and benefits. There is an employee survey that would be options. Some communities are using rates, not steps; some are retaining the step structure, but not using them. Mark Schultz questioned why there is a Step 1, if it seems that no one ever starts on Step 1. When asked if Holliston wants to be a leader or a follower in benefits and compensation changes in the public sector, Ken Szajda responded "a leader". The classification study begins by taking and updating the job description information. There is a job description supplement that can be used if believed necessary. There will be no 1:1 interviews with employees. They will come up with a total compensation model by collecting information from various positions and comparing benefit plans and rates, contracts, etc. The results will then be analyzed. The Stone Co. will look at how expenses are managed. The public sector is lean when it

comes to Human Resource professionals. Ms. Brown went over the time line – with the report ready in May. Mark Schultz said that he was interested in the police. Michelle Zeamer presented a copy of an ethics disclosure that she had brought to the Town Clerk earlier in the day. Erica Plunkett, a School Committee member attending the meeting, said that the schools would find it helpful if Westwood were added to the communities to be compared. They are part of the Educational Cooperative in Dedham as is Holliston. Bill Dowd expressed his concern with the timing of the report. Ken Szajda said that the results of the study could be reported to Town Meeting in May and any changes could be put into effect with the FY14 budget. There will need to be a protocol established for public input. Ms. Brown said that her understanding was that Paul LeBeau would be the day to day contact person for the town and Paul can share information with the FinComm. Mark Schultz also asked about separating the active employees from the retirees.

At 9:25 PM, Pam Zicko, seconded by Tom Meehan, made a MOTION to adjourn the meeting. Passed 6-0-0.

Respectfully submitted,
Faith Antonioli, Secretary

Date Approved: December 13, 2011