

**HOLLISTON BOARD OF SELECTMEN
MEETING MINUTES
July 16, 2013**

The Board convened in Room 105 at the Town Hall at 7:35 p.m. Present from the Board were Chairman Jay Leary and Clerk Jay Marsden. Also present was Town Administrator Paul Le Beau. Clerk Kevin Conley was absent.

The Board met with the Finance Committee.

The Selectmen and the Finance Committee interviewed Elizabeth Liberty for the vacancy on the Finance Committee. Ms. Liberty explained that she wanted to give back to the community and that her job provided some relevant experience. She said that would like to get some experience before making a commitment to running for office. She has attended town meetings and watch some on TV. She has read meeting minutes online. She has experience in in developing business cases for projects at work and in financial analysis and balancing competing demands. She is comfortable with the time commitment.

MR. LEARY MOVED, MR. MARSDEN SECONDED AND IT WAS UNANIMOUSLY VOTED BY ROLL CALL TO APPOINT ELIZABETH LIBERTY TO THE FINANCE COMMITTEE FOR THE TERM EXPIRING AT THE 2014 ANNUAL TOWN ELECTION.

	AYE	NAY
MR. MARSDEN	X	
MR. DOWD	X	
MS. ZEAMER	X	
MR. SZAJDA	X	
MR. KASLOW	X	
MR. ALFRED	X	
MR. LEARY	X	
MR. CONLEY	ABSENT	
MS. JOHNSON	ABSENT	

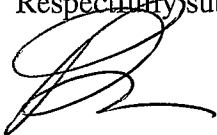
Mr. Leary indicated that he had received an e-mail from the School Committee Chair, Ms. Plunkett, indicating that the School Committee would likely not be able to join in the discussion of the compensation and benefits study and the collective bargaining process until September at the earliest. He said he would like to have a collaborative process with the Finance Committee and the School Committee regarding both the study and collective bargaining. Mr. Marsden said they should probably go through the study methodically to establish a framework for compensation criteria.

The Selectmen and the Finance Committee reviewed 24 recommendations from the Compensation and Benefits Study final report. The results of the review are attached.

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AT 10:05 P.M., MR. MARSDEN MOVED, MR. LEARY SECONDED AND IT WAS VOTED TWO IN FAVOR WITH MR. CONLEY ABSENT TO ADJOURN THE MEETING.

Respectfully submitted,



Paul D. Le Beau
Town Administrator

Approved: 7/24/13

Town of Holliston

Compensation and Benefits Study - Stone Consulting Inc. May, 2013

Recommendation Disposition Summary

<u>Number</u>	<u>Recommendation</u>	<u>Page</u>	<u>Responsible</u>	<u>Disposition</u>	<u>Rationale</u>	<u>Deadline</u>	<u>Action - July 17, 2013</u>
Initial General Report - October 2012							
1	Selectmen, Town Administrator and School Committee coordinate Total Compensation Strategy	7					Yes
2	Selectmen and School Committee seek common definition of target labor market	8					Yes
3	Establish common salary scale and structure for non-union secretarial, clerical, custodial, and maintenance positions for Town and School positions	8					Yes
4	Total Compensation = base pay, longevity, health care contributions for employee only coverage	9					No, see RFP definition, remove longevity
5	Discontinue Longevity and use funds for employees at top step or outside of target pay zone and strong performers	9					Yes
6	Implement open range system for Town and School management personnel with increases, initially, tied strictly to position in range	13					Yes
7	Establish a performance management system	13					Yes
8	Management compensation to be managed through and open range structure. Town Administrator and Selectmen should review and implement the classifications. (? Overlap with #6)	14					Yes
9	Clerical/Admin staff be placed in new step structure with smaller steps, no step increase during probationary period and increases that are annual.	15					Transition to open range, 1-2 years
10	Standardize the benefits program for management personnel in the Town and School departments.	15					Yes
11	Re-evaluate sick leave buy back program	22					Yes
12	Graduate the vacation accrual process at 1 additional day per year of service from 1 to 5 and 6 to 10 years.	23					No
13	Increase the number of Personal Days from 2 to 3	23					No
14	Obtain Holliston specific utilization data from West Suburban Health Group.	24					Request
15	Adopt revised clerical titles series	30					Postpone until open range
16	Determine budget for sick leave buy back and consider reassigning those dollars to deferred compensation (? Repeat of #11)	37					See 11
17	Employees should receive one extra day of vacation from 1 - 5 years and 6 to 10 years of service. (? Repeat of #12)	37					See 12

