

February 15, 2023
Zoom Only
Gala Meeting Room & Zoom
Televised on Foxborough Cable Access
6:00 PM

Committee Members in attendance via Zoom:

Tracey Vasile, Scott Yankee, Monica Fisler, Mike Brown (AdCom)

Staff in attendance:

Bill Keegan, Liz Buetow, Katie Lang

Documents Provided:

Personnel Wage Board_Meeting Agenda_021523

Personnel Board Meeting Minutes_083022

021523_Copy of 15 Comp Towns-DPW Laborer

021523_FY24 All Part-Time Seasonal Pay Plan

021523_Suggested Revisions to Town's Antidiscrimination Policy

**PERSONNEL BOARD MEETING WAS RECORDED AND BROADCAST BY FOXBORO CABLE ACCESS ON
GOVERNMENT CHANNEL 22/38 AND AT FCATv.org/liv**

The meeting was called to order at 6:00 PM

Tracey – Review and approve meeting minutes from 8/30/2022.

Scott & Mike Brown – No changes

Mike Brown – Moves to approve.

Scott – 2nd

Tracey – My name will need to be spelt correct in one place.

Roll Call was executed. Monica abstained.

Bill – For the purpose of Open Meeting Law, we do need to state that this meeting is being recorded.

Tracey – Discussion around Seasonal Pay – Recreation and DPW

Bill – Introduce Liz Buetow

Liz – First item since joining the town, how can we be competitive for the seasonal employees. As a municipality, we do not need have to abide by the minimum wage law. Currently our seasonal wages are

below that minimum and after reaching out to a few comparable, local Towns to see where they were falling for their seasonal hires for 2023/2024 and we could easily see that we were falling short and needed to raise our pay scale.

For example, the DPW Laborer, that is a labor intensive and given the possible weather conditions being challenging and consulting with Chris Gallagher we thought it would be in our best interest to change that first step to \$16.75/hour so that we would be more competitive in comparison to those other Towns.

Tracey, Scott, Mike and Monica – All did not receive the documents sent earlier in the day.

Tracey – Didn't we just up these rates right before Mike Johns left?

Katie – It was recreation but not DPW.

Mike Brown – I do believe she is right.

Bill – We should explain the proposed rate which is \$16.75/hour which is significantly up from FY22 at \$14.25/hour. That is the DPW. About \$2.50 raise.

Tracey – What about Library?

Liz – Library we just want to raise it to \$15.00/ hour. Right now it is \$14.25/hour across the board.

Tracey – And Recreation?

Marc – Recreation was only updated for FY22 to FY23 so looking to put this into place for FY24 and FY25 just to get ahead just to be one the same plan as the rest of the department which are mainly Steelworkers (their current contract goes to end of FY25).

The majority raise is 4% which is what the Steelworkers received this year with the cost of living. Most of the positions are right above minimum wage. We are in a challenging time to get kids to work let alone work less than minimum wage. They can make minimum wage or possibly \$3 to \$4 more working at McDonalds and we are hoping to attract more experienced candidates.

The Junior Counselor positions went to \$14.25/hour to \$15.00/hour at Step 1 and then incrementally up \$0.50 a step to Step 4 which accounts for a 5% increase. For the Counselor \$15.50/hour to \$16.25/hour for FY 24 and then a \$0.50 increase year after year. The other positions went up 4% and continued the \$0.50 raise.

Biggest change that was overlooked last year is the Instructional Assistant. Foxborough has a great Little Recers Program, which is essentially a drop off preschool program, children 2 through 5 years of age. We neglected to raise their rates last year. \$14.25/hour FY22, looking to go up to \$18.25/hour. These are

mostly adults who are working these positions. This is a 22% increase but that what the market is demanding. This does seem like a lot but this is because we did not update last year and we have two unbelievable employees in this role, we want to keep them and want to keep them as happy as possible, stay here and not look elsewhere. They have been with us for a while. Continued with \$0.50 a year for each step. Top rate is \$20.25. Mirrored this position against the Head Counselor rate to the Instructional Assistant as they are essentially at the same level.

Tracey – I thought when we voted this, it was not just for that one year.

Marc – The way it was worded was an increase because it hadn't been done in many years prior, just for FY22 and FY23. It would have perpetually stayed at that rate forever until we asked to increase but also with minimum wage increasing by a dollar and we were already under minimum wage and trying to attract qualified, good candidates, I think it's necessary that we get above minimum wage and get above other jobs that might not be as fun but pay more and also keep the ones we have.

Tracey – Holistically, how much of an impact is this to the budget?

Marc – This is self-funded out of the Recreation Revolving Fund. So when we budget was always, as a rule of thumb, we always budget off the highest and furthest step, so that if everyone was at the top of their rates, it doesn't make that much of an impact because the program brings in \$150K. We do have a lot of expenses but we have close to 250 kids a \$100 a week times 9 weeks, it's a lot of money coming in and we do put that out as well.

Bill – Any one see the information or can share the sheets? Technical difficulties.

Liz – Issue with email possibly?

Bill – Just did upgrade some fire walls.

Tracey – Just to review, DPW just has the one position that you want to bring up from \$14.25/hour to \$16.75/hour. More manual labor and Chris Gallagher is in support of this. Library is \$14.25/hour to \$15/hour. The Library Page. Junior Counselor going from \$14.25/hour to \$15.00/hour and the Counselor going from \$15.50/hour to \$16.25/hour and the Instructional Assistant, which we did not deal with last year so it looks like a big jump but we never had the interim so \$14.25/hour to \$18.25/hour.

Bill – Yes. Just a clarification. Marc said 4% cost of living but it's actually a 2% step and 2% cost of living so when you get to the top it's just a 2% unless there is another adjustment.

Marc – Yes. Only looking to do FY24 and FY25 is only so we do not forget them again.

Tracey – You answered the questions on the funding for the Recreation Funding but what about the DPW role and the Library?

Bill – DPW would be a budgetary function but it only one person so I am not seeing this as a huge impact and the Library as well. Not concerned. Relatively small impact in the overall budget.

Mike – Full time for both positions?

Bill – No the Library is only part time. DPW is seasonal so starts May and leaves the end of August.

Tracey – Any questions?

Scott – Library and DPW are such small groups. Hardly any impact. We made some pretty big changes to Recreation last year and it wasn't a large annual cost \$20K to 30K

Tracey – Plus self-funded.

Bill – Yes. Not funded by taxation. Prices are reasonable for the entire summer.

Tracey – Are we good to make a motion. Very well explained. Are we comfortable to accept these seasonal pay scale changes for DPW, Library and Recreation as proposed and discussed?

Scott – Yes. I will make a motion.

Mike – 2nd.

Roll Call was executed.

Tracey – Now onto Non Union Police Pay Scale.

Chief Grace – Starting with Administrative Assistant. We currently have two. One falls under the Union and one that is not in the union. That is because when the Town Hall employees decided to unionize and the one particular person who was in that role decided not to join. The person in that role now is Lee McCarthy who has been with the PD since 1998. Lee deals with all high level documentation within the Agency, she is my number one on all game day or Gillette events. She creates all new personnel files for people who have not worked for the Town which needs to be done on that day and ready for Town Hall on Monday. She has a three page list of things she does for me. She is the go to person for all training when we have new hires so the transition is seamless. She does all our own billing. All detailed billing for the PD. She also handles taking all the money in and monitoring our revolving fund. She helps create policy which helped tremendously in our Accreditation.

What I am asking for is to take her at her maxed out step on grade 5 to move to the grade 6 in the group with the Town Managers Executive Assistant. Monetarily this is a \$2000 dollar difference in pay a year. She wouldn't be that this year, she would line up to where she is now. She's been maxed out several years so she has only gotten the 2% cola so this would be a performance based change.

She also took on being a notary herself so she can notarized all police documents. She's been a reserve officer as well. She is an integral part of my operation.

Tracey – What is she currently making and what she would go to?

Chief Grace – Currently FY23 \$76,827. Maxed out for 3 years at least and go to \$81,236 but she wouldn't jump that immediately. She would slide back 2 steps to her same step and then have two more steps to gain based on performance.

Liz – Down a grade due to scope of responsibility and the confidential information she is privy to.

Tracey – Step 10 now and take her to a step 7 on the next grade?

Chief Grace – Move her down so she isn't taking a pay cut.

Bill – Step 8 on a grade 6 on the FY23 plan.

Tracey – So 78,363 and come to 79,642 so she can then have room to move to a step 9 and 10. Fully support this.

Chief Grace – Yes, then have the next two steps based on performance evaluations.

Chief Grace – Been a matron, a dispatcher, handles all confidential litigation, she recently joined our communications teams – updating webpage. Running on all cylinders at all times.

Bill – Would the change in pay would you identify they change in the job description.

Chief Grace - Will add the additional duties she has taken on.

Bill – Is this the FY23 or FY24 rates?

Tracey – FY24

Bill – So will take effect July 1.

Tracey – All of this would be funded out of the Police budget?

Chief Grace – Yes.

Scott – Fine with moving to the step 8 under the Executive Assistant.

Mike – Yes.

Monica – Agree.

Tracey – Motion to approve the nonunion police pay scale for the Executive Assistant?

Mike – So moved.

Monica – 2nd.

Roll Call was executed.

Chief Grace – Way back, before Bill Keegan, when we did a wage study within the Agency to see where the union member's salary should fall and then nonunion personnel. At the time the Police Department did the patrolmen, sergeants and the lieutenants on the nonunion pay plan. They created a separation between the ranks based on their duties. Historically the separation range was between 17% and 22% when you move up the rank within a police agency. They never reviewed the Deputy Chief position as it had been vacant for years – almost 15 years so no need to address it. When I became Chief, I petitioned Town Meeting to remove the Deputy Chief position from Civil Service when I was restructuring the agency but we never addressed the pay scale. Noonan was a lieutenant for several years and the structure only gave a \$7000 separation between the lieutenant and the Deputy Chief which hinders around 8% so the lieutenants are about 24% above sergeants and sergeants are 22% above patrolmen. The sole deputy chief is sitting 7-8% over the lieutenants. When the Deputy Chief was made, I couldn't even put him on the pay scale because he was making more as a lieutenant so the first 7 steps were erased because they never adjusted his salary. I am asking the Board for a small adjustment. I am never going to meet the industry standard but I am looking for a 12% separation between the deputy and the lieutenants. It's on position.

Bill – This does effect the Deputy Chief of Police, Fire and the HR Director. We were trying to come up with some comparables to justify the change. Based upon what the Chief is proposing, it is not unreasonable. Just want to be able to present these comprables for all three positions so you feel comfortable. Chief has done a lot of work on his side but this does effect two other positions. Chief Kelleher is supportive as well as It creates between him and the deputy chief and the assistant fire chief. Move of the comprables need to be looked at for some of those positions. Chief Grace is mainly looking internally but we have also looked externally and based on that this proposed change is in line.

Chief Grace – Deputy Chief is Richard Noonan whose credentials match up against anyone in the Commonwealth. He grew up in Town, very well vested in the Town. Two young kids. Loves working for Foxborough. I want to keep him as long as I can because it is important to the organization. He is the Stadium liaison for Home Land Security element – it is a full time job. He has been to the FBI Academy, has his Masters. He meets every credential that a Chief can obtain. Looking at the upcoming season, it is endless and he knows it. Its 41 weekends a year he is working. He works all events and he does it. He is intricate to my operation and I have to keep him competitive because I cannot afford to lose him – I cannot re-train that knowledge. He's been with the department for 25 years.

Mike – I feel comfortable with Police but the others I am unsure or unclear on the other two roles. Do we have comparisons?

Bill – We were doing the comparables as early as this week on the others so we don't have them all. I don't think there is an issue with the performance qualities of these individuals but we need to see if the job responsibilities rise to the level of a classification change. Yes, in my opinion they do based on the duties and responsibilities but also based on the comparable market considerations. Like to stay away from the performance as that is a different measurement as that is how people move within their pay scale. The Board need to look at the value of the positions and the duties and responsibilities of these three positions. Happy to provide more information on the other two positions.

Mike Grace – On the fire side, we work hand in hand and Tom Buckley does play that role within the fire department in running their operations. Day to day hands on guy – handling all their changes. 100% confident that he meets the same criteria of my Deputy Chief. There is no comparison within the Commonwealth for what we do.

Bill – For the HR Director position, there was a departure for ATM which is still listed higher. Liz's role is a step down from the combination of ATM and HR Director. We are looking at comparables. Early indication the proposal is falling in line. Just want to be forthright – these discussions have only happened in the last few weeks. Want you all to feel comfortable recommending to the Board of Selectmen for final action.

Scott – Sounds like you will follow up with recommendations for grade 11, all three positions?

Bill – If you want to take an action on the deputy police chief that's up to you but for the other two positions we want to have the comparables and maybe have the Fire Chief come in and speak to his change.

Tracey – Come back with all of them.

Bill – This will be effective July 1.

Chief Grace – You're the boss.

Bill – These are FY24 scales so that is how it would roll out. No true rush.

Tracey – All together.

Liz – Minor change to the Crown Act policy to make sure we are compliant. Jack Dolan helped adjust this policy in the footnote. Looking to make that change in the policy manual.

Tracey – So this will bring us in compliance of the current law.

Mike – Found odd that the Select Board is in there because they are always aware of policy. Just minor.

Tracey – Also thought that was oddly written.

How it is written in the policy – “While this policy is intended primarily to govern Town employees, the Select Board is well aware that appointed and elected officials and volunteers are also vital to the Town’s mission and its delivery of services in our community.”

Take out “the Select Board is well aware that”

Mike & Monica – Agree.

Tracey – Motion to recommend the changes to the policy with the removal of those words to the Board of Selectmen.

Scott – Motion to approve.

Mike – 2nd.

Roll call was executed.

Tracey – Motion to adjourn