

nomination to the Personnel Board could be on the agenda of the 3/8/16 Board of Selectmen meeting.

Minimum wage adjustment: The Massachusetts Minimum Wage law flyer was in the board's packet for this meeting. Town Council issued a memorandum that municipalities are not required to pay the state's minimum wage; they must pay the federal minimum wage. The state's new minimum wage is \$10/hour, it will increase to \$11/hour effective 1/1/17. Excluded positions are part time, emergency labor, summer help, and playground counselors. The federal minimum wage is \$7.25 hour.

It was stated that all other town compensation rates should remain where they are if they are already above the \$10/hour.

S. Crown said the schedule doesn't specify some pay rates, it just indicates that minimum wage is the rate. So the schedule should reflect actual rates.

H/R Director's Report:

- M. Vieira stated that an updated compensation schedule will be distributed at the next Personnel Board meeting and it will include the new minimum wage.
- Bargaining updates: M. Vieira said we are in the middle of the health insurance reform process, insurance advisory committee is now in place, what the town plans to offer effective 1/1/17 is being reviewed. Standard bargaining for all unions is currently underway.
- Compensation reviews: The DPW had requested an increase in the stipend for the Community House Manager for FY '17 from \$5,000 to \$10,000. It is taking more than 10 hours each week to complete the tasks for the position.
- The Council on Aging is increasing the Program Specialist by 5 hours that the town would pay for; currently the grant pays for 18 hours/week.
- The salary for the Principal Assessor is being reviewed; it is currently \$55,000, \$75,000 to \$95,000 is the going rate in the market. The title was just changed.
- Budgets are complete, budget committee met on Saturday. The Town Administrator had included some remedial adjustments for non-union employees who had not received a cost of living increase for the last two years. We are looking at who this applies to. They are all in Schedule H; there have been no increases in two years.
- The new SoftRight system utilizes actual tax tables; there have been some W-2 issues for staff. There have been questions about tax withholdings, some employees felt too much was taken out and some felt too little was taken out.

Next Meeting: Monday, April 4, 2016 at 7:30pm, Trustee's Room at the Library

8:40pm: J. King moved to adjourn, seconded by S. Crown, Vote: 4-0.

E. Richter moved that a policy be adopted that no town compensation rate should pay below the state's minimum wage, effective 4/1/16, seconded by J. King, Vote: 4-0.

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