

**R I C H M O N D   S E L E C T B O A R D  
S P E C I A L   M E E T I N G  
D e c e m b e r   2 9 ,   2 0 1 5   M I N U T E S**

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Members Present: David Sander; Bard Hill; Taylor Yeates  
Absent: Ellen Kane; Lincoln Bressor

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Others Present: Geoffrey Urbanik, Town Manager; Kendall Chamberlin, Water Resources; and the meeting was not recorded.

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David Sander called the meeting to order at 7:10 PM.

**1. Welcome and Public Comment**

Mr. Sander asked if there were any comments from the public, but there were none.

**2. FY2017 Budget**

FY2017 Budget

The Manager explained the main focus of this session will be personnel. The Manager explained the draft budget with the following attachments:

- a) Current & Effective Pay Grid with Job Classes
- b) New Hire Evaluation Sheet
- c) Salary Range Movement Schedules
- d) Position Descriptions
- e) Current Wage and Projected Wage sheets
- f) Some prior memos regarding new hire wages
- g) Carol’s Memo and Suggested Changes to Pay Grid

The Manager continued, explaining the pay grid, evaluation sheet and salary range movement govern how we hire and pay town staff. All of these policies have been approved by the Selectboard, with a major overhaul in 2000 and more recent updates in 2006 and a slight pay grid adjustment in 2009. Some job descriptions have been modified from time to time.

To restate the main issue: our new-hire wages for Police and Highway staff appears to be low and we’d like to change that. In doing so, it seems fair to adjust current personnel wages also. The effects on the budgets would be manageable, but requires certain changes in the pay grids and movement policies.

For Police, this moves us from \$17 to \$18.10 per hour to recruit, and allows easier movement to promotions as they stay here more years. This doesn’t solve our competition issue entirely, but adds to the sign-on “vision” that if they have hopes of getting hired by a larger agency in the future, they won’t have to suffer as degraded pay as they do now, and should be more willing to give us consideration. If we move everyone up by \$1.00 per hour to reflect this, the overall increase to the existing proposal is \$7,000 *more* than in the current draft.

1 Likewise in Highway, this raises certain entry-level pay grades and allows faster movement up the  
2 scale, provided they get certified in more heavy equipment and can move from a simple driver with  
3 CDL to an equipment operator at a higher pay grade. Since we are going to be looking at an entry  
4 level equipment operator (heavy truck driver) at around \$16 per hour (at a pay grade 2), we have to  
5 adjust everyone up. The Manager has already made these adjustments following the new hire. The  
6 Highway Salaries line in the budget draft accounts for these changes and a 2% COLA in FY17, but  
7 still below the original 4% line increase initially proposed by Peter Gosselin. The Manager felt this  
8 should satisfy everyone in that the changes are equitable and will not create undue pressure on the  
9 budget.

10  
11 When adjusting the pay grid, the difficulty comes in the higher pay grades, where the top end starting  
12 salaries become significantly increased – especially pay grade 20, wages in the top grades are worth  
13 paying attention to.

14  
15 The Selectboard discussed these issues in detail. The consensus of the board was that the changes in  
16 Highway were acceptable but the new hiring salary in Police should not automatically trigger a like-  
17 increase in all positions. The Manager would continue to work on those details.

18  
19 Kendall Chamberlin, Water Resources, said that his department should be looked at in the same way,  
20 albeit under another budget.

### 21 22 **3. Other Business**

#### 23 24 **Chittenden Solid Waste District Drop-off Center Lease**

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26 The Manager explained that Mr. Wright of CSWD had made the changes to the contract as discussed  
27 last week.

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29 Mr. Yeates offered a motion to approve the new contract with Chittenden Solid Waste District drop-  
30 off center lease and was seconded by Mr. Hill, and the motion carried 5-0.

#### 31 32 **Executive Session**

33  
34 Mr. Yeates offered a motion to enter executive session at 8:05 pm to discuss personnel matters  
35 regarding the Town Clerk. Mr. Hill seconded the motion, which carried 3-0.

36  
37 Mr. Yeates offered a motion to adjourn the executive session and reconvene the regular session at 8:20  
38 pm. Mr. Hill seconded the motion and the motion carried 3-0.

### 39 40 **4. Adjourn**

41 Motion by Mr. Yeates to adjourn the meeting at 8:20 p.m. Seconded by Mr. Hill. So voted.