

## BACKGROUND

On Dec. 20, 2006, the Selectboard adopted a 20 grade; 20 step pay scale & wage classification plan that was effective July 1, 2007 (A- 1). In theory, the first step of the position's grid was to be considered the standard hire rate. All new employees were to be evaluated as to individual qualifications or market conditions, afterwards, raises would occur each year by moving up one step (2.5%). Existing employee's positions were evaluated based on the Job Evaluation Manual excerpt (A- 2) and the Municipal Position Rating Manual Appendix B-8 (A- 3). Questions regarding yearly pay adjustments, market conditions and maintenance of the pay grid were addressed. Of note, (1) the steps in the plan were not to be related to years of service but that market conditions, job description changes and clarifications should affect how employees would move through the steps, and (2) it was intended that the VLCT yearly salary survey should be reviewed to ensure that the Town's salaries were comparable to other towns like positions as well as the CPI-W checked for inflationary factors culminating in the pay grid and employee placements being updated.

The job evaluation process outlined in the Job Evaluation Manual and Municipal Position Rating Manual provided the methodology for assigning value to: education, experience, training, complexity of work, judgement & initiative, supervision exercised, financial & material accountability, informational accountability, responsibility for health & safety of others, physical effort & stress, physical working conditions, and demands on personal time. In November of 2007 job descriptions (A- 4) and salary range movement schedules (A- 5) were developed and approved by the Selectboard. \*Note: there was no Highway Supervisor description located.

Jump to November 2015 when at the Nov. 16<sup>th</sup> Selectboard Meeting the question was raised whether the Town was adequately compensating certain positions (Highway & Police). (A- 6) A revamped pay grid/ employee salaries were discussed at the Dec. 7<sup>th</sup> and 29<sup>th</sup> Selectboard Meetings where new hire salaries, how existing employee's fit into the grid, and whether all employees should be reevaluated. Ultimately new grids for some departments were approved. (A- 7, 8)

In February of 2018 the Selectboard approved salary wage scale/grid and promotion policies for some departments. (A-11) The Town Manager in June of 2018 then directed the Finance Director to place employees into the new grid with a minimum of 3.5% COLA.

**QUESTION:** How are Richmond employees compensated as compared to other VT Towns?

To answer that question the VLCT 2019 Wage and Benefits Report was utilized to create a spreadsheet for each job category within the Town. The VLCT report tracks population, job title, hire date, job type, pay type, rate of pay, and salary. The towns selected for each spreadsheet were determined by population using a range of 3000-9000. (A-9) Also attached is the current Pay grid for comparison. (A- 10)

# Town of Richmond - Wage and Classification Plan

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Administration	
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Water Resources	

Supporting and Reference Documents - (not included in this packet)

- Town-wide grade placements - 12/20/06
- Employee placement within the Wage Scale - as of 6/30/07
- Employee years of service and step - as of 7/1/07
- Salary projections - FY 2008
- Salary surveys - 12/06
- Job Evaluation Manuals:
  - Palmer and Associates, Inc.
  - MMA Consulting Group
- Palmer study, reports and updates - 1996 - 2001
- Consumer Price Index - CPI-W for the Northeast Region

## Town of Richmond's Wage and Classification Plan

On December 20, 2006, the Selectboard adopted a 20 grade; 20 step pay scale and wage classification plan; effective July 1, 2007. All current positions were evaluated and given a grade within the plan. The Board further agreed to have an implementation policy in place prior to July 1, 2007.

### The Implementation Policy

(a.) How does the pay scale work? There are 20 grades in the pay scale. There are 20 steps within each grade. The scale has a 2.5% increase between each step and a 5% increase between each grade. (See attachment I)

In theory, the first step of the position's grade is considered the standard hire rate. All new employees are hired at the minimum wage of the assigned pay grade in the absence of any special individual qualifications or market conditions. Every employee within the plan should move up one step (2.5%) per year. It would take an employee 20 years to reach the maximum of the grade.

The Selectboard may hire an employee above the minimum pay for the grade. When this occurs, documentation should be prepared outlining the justification. Justification can include; (1.) years of credited service in a similar position, (2.) level of relevant education or certifications, (3.) job market conditions, or (4.) a combination thereof.

Yearly pay adjustments are given at the discretion of Selectboard and can be more or less than 2.5% per year. These adjustments could vary based on a number of factors which include: adjustments to the entire wage scale to reflect changing market conditions, promotions, demotions, position grade changes, and/or extraordinary or unsatisfactory performance reviews. In addition, each department will have an adopted salary range movement schedule that details specific steps that can be taken to progress within a position or between positions within a department. (See attachment 2)

(b.) What happens if the Board adjusts the entire scale to reflect market conditions? Pay ranges should be reviewed and adjusted, as needed, to reflect current labor market trends. Whenever pay ranges are adjusted, employees receive a corresponding structural pay adjustment that is reflected in an increase to base salary. Some people define structural pay adjustments as cost of living adjustments. Let's assume that the pay adjustment is 3.5% which reflects a 2.5% step increase and a 1% structural pay scale adjustment. If an employee's hourly rate of pay is \$10.00 this means that the entire \$.35 is added to the employee's base hourly rate of pay and next year's pay adjustment would be based on an hourly rate of \$10.35.

(c.) What happens when the Selectboard decides to give employees a yearly salary adjustment of greater than 2.5% and does not adjust the scale accordingly? Unless the Selectboard decides otherwise, when this occurs, the employee's base hourly rate will increase by 2.5%, and any additional percentage amount will be given as a bonus. For example, if the total pay adjustment is 3.5% and the employee's base hourly rate of pay is \$10.00, then the base hourly rate of pay would increase to \$10.25 and the additional \$.10 (i.e. 1%) increase would be given as a bonus. Bonus payments can either be given in a lump sum or divided evenly between each bi-weekly payroll. The next years percentage pay adjustment would be calculated based on an hourly rate of \$10.25.

(d.) What happens if an employee receives a promotion, demotion, or the position itself has a grade change? There is a 5% increase/decrease between the minimums for each grade. An employee should receive a 5% increase in pay for each grade increase or the minimum of the new grade, whichever is greater. The opposite scenario occurs for grade demotions.

There are also movements within a grade based on adopted departmental salary range movement schedules. Pay increases for longevity, certifications, licensing, education, or when assuming duties of a specialized nature, may be recognized in a departmental range movement schedule. Pay increases in these cases are added to base salary unless otherwise stated or the employee exceeds the maximum pay for the grade.

(e.) What happens when an employee is above the maximum pay for the grade (i.e.: the position is red circled)? When a pay increase is given to a red circled position, the amount given does not increase the base hourly rate of pay until the employee falls back within the system. Let's assume that the red circled employee's hourly rate of pay is currently \$10.00 and amount given to employees is 2.5%. The hourly rate of pay would remain at \$10.00 and the \$.25 per hour would be given to the employee as a bonus. In theory, red circled positions will eventually fall back within the pay scale. This happens as the scale itself is adjusted upwards over time to address market conditions, while the hourly rate for the red circled position remains the same.

At any time, the Selectboard may make an exception to this practice but should document the justification for not following this procedure. Justification can include; (1.) grandfathering current employees, (2) acknowledgement for years of credited service in a similar position, (3.) level of relevant education or certifications, (4.) job market conditions, or (5.) a combination thereof.

(f) New and existing position grades. All new and existing positions represented in the pay structure will have a job title and a job description that has been completed by the Department Head and has been evaluated by the Town Administrator. In each case, the grade for a position is determined by analyzing the job responsibilities and is based on the Job Evaluation Manual (See attachment 3). Characteristics and/or skills of an individual employee are not taken into consideration for the purpose of giving a position a grade.

A review of the position classification may be requested by the Town Administrator, Department Head or by an employee if the duties or responsibilities of a given position have changed or perceived to have changed.

Likewise, perceived salary inequities that are identified by a Department Head or an employee may be reviewed by the Town. An equity analysis update should be prepared based on one or more of the following: a market and salary survey, level of education and or certifications, years of credited service in a similar position and/or changes in any of these factors. An equity analysis update should also detail the amount above or below the target wage an employee is perceived to be. A recommendation should be prepared Department Head or Town Administrator. The goal is to minimize inequities among employees as much as possible.

**Maintenance Schedule** The Maintenance Schedule will be completed by the Town Administrator or his designee based on the following timetable.

**September/October** - Annually the Town Administrator will meet with Department Heads to review all current Job Descriptions.

If responsibilities of the job have changed the Town Administrator in collaboration with the Department Head will:

1. Update the Job Description; and
2. Review the grade using the 14 factors within the Job Evaluation Manual.

Based on the review, if the Town Administrator determines that the grade has changed:

1. The Town Administrator in collaboration with the Department Head will prepare a recommendation for Selectboard review. The recommendation should include an explanation for the proposed grade change and a salary recommendation.
2. If a salary change is approved, incorporate the change into the budget/salary projections.

**October/November** - The yearly VLCT salary survey is distributed. This survey should be reviewed annually by the Town Administrator to determine if (a) salaries for the Town's positions are comparable to other like positions, and (b) salaries for individual positions are not being inflated or deflated by supply and demand for the job. Also annually in October/November, the Consumer Price Index should be checked to determine the percentage change of inflation in this area. This information can be obtained through the U.S. Department of Labor; Bureau of Labor Statistics. The index used will be the CPI-W for the Northeast Region and can be retrieved from: [www.bls.gov/cpi](http://www.bls.gov/cpi)

If this review shows that the (a) Town's salaries are comparable, (b) salaries, in general, are not changing more than 2.5%, (c) the consumer price index has not changed more than 2.5% (d) individual position salaries are moving in unison, and/or (e) the Selectboard has determined that staff raises will be 2.5%; then, nothing needs to be changed. The Town Administrator should document these findings in a report to the Selectboard.

**November/December** - If any of the factors outlined in the aforementioned scenario varies significantly, the Town Administrator should prepare a report for the Selectboard. This report may include salary studies, consumer price index data; and/or marketplace findings. The report should include a recommendation to the Selectboard and review all the possible options to address the issue(s). Any budgetary ramifications can be incorporated into the annual Selectboard budget cycle.

Annually update: a.) employee placement within the Wage Scale, b.) employee years of service and step, and c.) salary

## JOB EVALUATION MANUAL

### > INTRODUCTION

The purpose of this job evaluation method is to provide a consistent and objective means of assigning jobs to appropriate levels or grades within a hierarchical pay scale. The manual is designed to apply to almost all types and levels of jobs in the organization. It should be emphasized that this job evaluation method is not a formula; the results depend upon the evaluators' interpretation of written job descriptions and of the evaluation manual. In order for the results to be valid, the descriptions must be accurate and complete; and above all, the evaluators must be as consistent as possible in interpreting both jobs and the manual during the evaluation process.

The evaluation manual defines several basic factors which together draw a total picture of a job (qualifications, complexity of work, supervision exercised, and so forth). For each factor, a series of basic skill/responsibility/effort levels, called "degrees", are defined. A relative value, or portion of a total number of points, is assigned to each factor, and degrees within the factor.

Developing the evaluation manual has involved much testing and revision to ensure that the factors themselves and the weight given to each factor are valid and that the resulting ranks or pay grades establish appropriate relationships among jobs. Prior to actually beginning formal job evaluation, and continuing throughout the evaluation process, the basic P&A *Job Evaluation Manual* is reviewed with a client to ensure that the standard factors and weightings are appropriate, and where indicated, the manual is modified to meet the needs and suit the characteristics of a particular organization.

In brief, the job evaluation process consists of: reviewing a detailed "job description questionnaire" about a job; determining which degree within each factor best fits the job; assigning a point rating for each factor that corresponds to the appropriate degree; and totalling the points for all factors for an overall point rating for the job. Eventually, that point rating is equated to a grade or level on a pay scale.

Job evaluation is generally performed by an evaluation team or committee in order to enhance the objectivity and thoroughness of the process. Each member reviews the job questionnaire. Each factor is then discussed and a consensus reached on the appropriate degree and point rating. The initial point evaluation is only the first step in the entire job evaluation process. After all jobs have received initial point ratings, the resulting job structure is examined, and where questionable relationships exist among jobs, those jobs are reviewed again to ensure that appropriate ratings have been made for each factor. In this way, each job is looked at both as the sum of its parts and as an entity within the organization before a final rating is made. Finally, results are reviewed by supervisors and employees, and a special review or appeals process set up for reconsidering job ranks that are questioned.

In summary, this formal job evaluation method, focusing on the breakdown of a job into its basic components, provides a sound basis for determining job rank because it:

- permits an **in-depth analysis**, ensuring that no major aspect of the job is overlooked;
- aids in **comparison of dissimilar jobs**;
- **reduces** the potential for **subjective judgments** related to the general "reputation" of a job or particular incumbent;
- provides a **detailed explanation** of why a given job is classified as it is;
- provides a **standard measure** for all types and levels of jobs.

Page	Factor
3	<i>Qualifications</i>
5	<i>Orientation &amp; Training</i>
6	<i>Complexity of Work</i>
8	<i>Judgment</i>
9	<i>Supervision Received</i>
11	<i>Contacts</i>
14	<i>Supervision Exercised</i>
16	<i>Financial &amp; Material Accountability</i>
17	<i>Informational Accountability</i>
18	<i>Responsibility for Health &amp; Safety of Others</i>
19	<i>Physical Effort &amp; Stress</i>
20	<i>Physical Working Conditions</i>
21	<i>Demands on Personal Time</i>
22	Point Values of Letter Ratings Summary of Factor Point Weightings

## QUALIFICATIONS

Consider the nature of *accumulated knowledge and skills* required for proper performance of assigned tasks and duties. This factor is a measure of the level of qualifications that **normally must be attained before hire**, through formal and informal education, training and experience.

### 1st Degree

20 E Basic education (high school or equivalent). No additional experience required. Basic language, math and technical/vocational/trades skills. No supervisory skills.

### 2nd Degree

30 G Basic education (high school) plus at least one year of relevant practical experience, or the  
40 I equivalent ("OTE" hereafter). Demonstrated proficiency in applying basic language, math and technical/vocational/trades skills. No supervisory skills.

### 3rd Degree

50 K Mastery of basic paraprofessional or pre-bachelor's level language, math and technical/vocational/  
60 M trades skills of the sort of normally acquired through 2 years of college or post-secondary technical/vocational training plus 0 to 2 years relevant experience; or high school plus 2 to 4 years experience; OTE.

Supervisory jobs require familiarity with skills involved in planning, assigning and monitoring work of others, but no previous supervisory experience.

### 4th Degree

70 O Mastery of a broad base of knowledge and technical, organizational, language, and math skills of  
80 Q the sort normally acquired through a bachelor's degree curriculum plus 0 to 2 years relevant experience; or 2 years of college plus 2 to 4 years experience; or high school plus 4 to 7 years experience; OTE.

Supervisory jobs require some practical experience in planning, assigning and monitoring work of others, and familiarity with skills involved in hiring and evaluation.

### 5th Degree

90 S Mastery of specialized knowledge and skills of the sort normally acquired through a master's  
100 U degree curriculum plus 0 to 2 years experience; or bachelor's plus 2 to 4 years experience; or 2 years of college plus 4 to 7 years experience; or high school plus 7 to 10 years experience; OTE.

Supervisory jobs require demonstrated proficiency in planning, assigning and monitoring work of others, plus some formal training or actual participation in hiring and evaluation.



**6th Degree**

W Mastery of advanced-level knowledge and skills in a specialized field of the sort normally acquired through a doctoral degree curriculum plus 0 to 2 years experience; or master's plus 2 to 4 years experience; or a bachelor's plus 4 to 7 years experience; or associate's plus 7 to 10 years experience; OTE.

Supervisory jobs require demonstrated proficiency in a broad range of supervisory skills, plus familiarity with more advanced personnel management techniques related to position management and planning, in-service training programs, etc.

**7th Degree**

AA Demonstrated proficiency in applying advanced-level knowledge and skills in a specialized field  
CC at a level normally attained through a doctoral degree curriculum plus 2 to 4 years relevant experience; master's plus 4 to 7 years experience; bachelor's plus 7 to 10 years; associate's plus 10 or more years experience; OTE.

Supervisory jobs require substantial experience in performing a broad range of supervisory duties, including hiring, firing, and evaluation, plus some training and experience in the application of more advanced personnel management techniques related to position planning and management, staff training and development programs, etc.

**8th Degree**

EE Broad and in-depth experience in applying advanced-level knowledge and skills in a specialized  
GG field, plus demonstrated proficiency in handling interdisciplinary/interdepartmental problems, projects or programs, at a level normally attained through a doctoral curriculum plus 4 to 7 years of experience; or a master's plus 7 to 10 years experience; or a bachelor's plus 10 or more years experience; OTE.

Supervisory jobs require substantial experience in performing the full range of supervisory duties, including previous second-line management experience, and proficiency in application of more advanced personnel management techniques related to position management and planning, in-service training, etc.

ORIENTATION AND TRAINING 2

Consider the average length of time required for an individual with appropriate education and experience to:

- complete on-the-job orientation and training (formal or informal)
- become familiar with the basic routines of the job
- begin to work effectively on his (or her) own.

A Up to 2 weeks

B 3 to 6 weeks

C 2 to 5 months

D 6 to 9 months

G 10 months or more

### COMPLEXITY OF WORK

Consider the *nature of intellectual activity* required for satisfactory performance of the job, that is the extent to which the job involves reading, writing, computing, organizing, planning, directing, visualizing, observing, analyzing, interpreting, diagnosing, counseling, advising, composing, designing, speaking, etc. This factor is an *overall measure of the difficulty and scope of responsibility of the job.*

#### 1st Degree

- Work methods are very clearly defined and require little or no planning or organizing of daily activities.
- Work is of a routine and repetitive nature, subject to only infrequent interruptions or changes that require very minimal reorganization of activities.
- Job involves applying very basic language, arithmetic and/or mechanical skills to a limited scope of very routine problems and situations.

#### 2nd Degree

- Work methods and routines are clearly defined, but require minimal planning and organizing of daily activities.
- Work is largely repetitive, but general routine is regularly subject to changes or interruptions that require minimal reorganization of activities.
- Job involves applying high school level language, math, and technical/vocational skills to a variety of routine problems and situations.

#### 3rd Degree - Job requires that the person:

- Plan and organize work methods and routines in carrying out well defined assignments; reorganize activities in response to frequent interruptions or changes in routine.
- Apply basic post-secondary level technical/paraprofessional/vocational/trades knowledge and skills (eg. accounting, clerical, administrative, instructional, computer, library, mechanical, electronics, clinical, lab skills) to standard problems and situations of fundamental difficulty, requiring some basic analysis and selection of proper approach/techniques within clear parameters.

#### 4th Degree - Job requires that the person:

- Plan and organize work methods and routines in carrying out moderately broad assignments; revise and reorganize activities and priorities in response to regular changes in conditions and problems.
- Apply a broad base of general knowledge and basic skills related to a specific field (technical, clinical, business, academic, etc.) to diverse problems and situations of moderate difficulty, demanding some original research, modification of standard methods and techniques, analysis, and design/composition.

Participate in department/program planning activities related to the individual's primary function.

**5th Degree** - Job requires that the person:

- Plan and organize work methods and routines in carrying out broad assignments or tasks; reorganize and revise priorities and activities in response to continual changes in problems and conditions.

- Apply specialized knowledge and skills to diverse problems and situations of substantial difficulty, regularly demanding original research, modification of standard methods and techniques, analysis, and design/composition.

- Participate in general program/department planning activities, and play a key role in planning related to the individual's primary function.

**6th Degree** - Job requires that the person:

- Plan, organize, implement, administer, and evaluate the activities of a project, program or other unit of moderate size and scope, in accordance with basic objectives; revise objectives, priorities and activities in response to evolving conditions and problems.

- Apply advanced-level specialized knowledge and skills to diverse problems and situations of a high degree of difficulty, demanding extensive original research, analysis, design/composition, and modification of standard methods and techniques.

- Play a key role in formulating, evaluating and revising project/program/unit and related organizational objectives, policies and procedures.

**7th Degree** - Job requires that the person:

- Plan, organize, implement, administer, evaluate, and revise the activities of a major program/department/unit.

- Apply advanced-level specialized knowledge and skills to a moderately broad scope of complex problems and situations, regularly demanding application and modification of basic principles and techniques of related fields in dealing with major interdisciplinary/interfunctional issues or questions.

- Play a key role in formulating, evaluating and revising department/program and related organizational objectives, policies and procedures; and in determining the basic role or mission of assigned functions within the organization.

**8th Degree** - Job requires that the person:

- Plan, organize, implement, administer, evaluate, and revise the activities of a primary division, multi-unit program, or interdisciplinary/inter-program function of the organization.

- Apply advanced-level specialized knowledge and skills to a broad scope of diverse problems and situations, demanding extensive application and modification of principles and techniques of related fields in dealing with major interdisciplinary/interfunctional issues or questions.

- Play a key role in formulating, evaluating and revising divisional and related organizational objectives, policies and procedures; and in determining the basic role or mission of assigned functions within the organization.

4

### JUDGMENT

Consider the nature of independent judgment that must be exercised in performing the job, and the likely impact of judgments/decisions on involved individuals, functions, and the organization as a whole.

#### 1st Degree

- A Job involves occasional to regular use of independent judgment in interpreting and applying minor
- B or straightforward policies, procedures and practices; judgments generally have an immediate or
- C limited impact only.

#### 2nd Degree

- D Job involves regular use of independent judgment in interpreting and applying a number of key
- E functional, organizational, professional/technical, and/or external policies, procedures, principles,
- F and practices; judgments potentially have moderately broad or long-term impact on the assigned function and/or other affected functions/individuals.

#### 3rd Degree

- G Job involves regular to extensive use of independent judgment in interpreting and applying a wide
- H variety of functional, organizational, professional/technical, and/or external policies, procedures, principles, and practices; judgments potentially have broad or long-term impact on or are of a precedent-setting nature for the assigned function/program, as well as other affected functions/programs/individuals.

#### 4th Degree

- I Job involves regular to extensive use of independent judgment in interpreting and applying a broad
- J range of functional, organizational, professional/technical, and external policies, regulations, principles, and practices; judgments potentially have broad or long-term impact on or are of a precedent-setting nature for the organization as a whole, as well as the immediate function and other affected programs/functions/individuals.

SUPERVISION RECEIVED 5

Consider the extent to which the position requires *independence of thought and action* in developing, planning and performing work assignments.

**1st Degree**

- 5 B - Works under close to moderately close administrative and technical supervision.
- 10 C - Assignments are generally made and completed work monitored several times daily. Performs some routine duties on a regular schedule without specific direction.
- Requires a limited amount of independent choice of work methods and planning of activities.
- Follows detailed instructions or well-defined policies and procedures.
- Immediate supervisor is usually a staff member with related duties.

**2nd Degree**

- 10 D - Works under moderate to minimal administrative and technical supervision depending on difficulty of work involved.
- 10 E - Assignments are generally made and completed work monitored on a daily basis or several times per week. Performs many routine duties on a regular schedule without specific direction.
- 10 F - Follows standard procedures, requiring a moderate amount of independent choice of work methods, planning of activities, and interpretation of data, policies, etc.

**3rd Degree**

- 10 G - Works under minimal administrative supervision on broad and diverse assignments.
- 10 H - Assignments are generally open and on-going, and/or are made periodically on a project by project basis, with more frequent consultation regarding special problems.
- 10 I - Receives some technical supervision, but generally follows established policies and precedents, requiring much independent design or choice of work methods and techniques, planning of activities, revision of approaches, and interpretation of policies, data, etc.

**4th Degree**

- 10 J - Works under general administrative direction, planning and implementing the activities of a project, program or other unit of moderate size or scope, in accordance with defined objectives.
- 10 K - Receives only occasional technical assistance from supervisor.
- Has regular meetings with supervisor on a semi-monthly or monthly basis regarding overall progress, direction, objectives of the program, with more frequent consultation regarding special problems.

**5th Degree**

- L - Works under very general administrative direction, planning and implementing the activities of a department, program or other unit of major size or scope, in accordance with general organizational objectives.
- M - Usually receives no technical assistance from supervisor.
- 60 - Has regular meetings with supervisor on a monthly or quarterly basis regarding overall progress, direction, objectives of the program, with more frequent consultations regarding special problems or specific activities as necessary.

**6th Degree**

- 65 N - Works independently for the most part, planning and implementing broad programs within the organization.
- 100 - Work is checked primarily through consultation and agreement with others rather than by specific directives from supervisors.

CONTACTS

Consider the nature and extent of the individual's contacts (*non-supervisory*) with others inside and outside of the organization that are essential for proper performance of the job.

Frequency Of Contacts

- A 1st Degree - Contacts are occasional to moderately frequent, but do not involve a substantial portion of time/effort of the job.
- B
- C 2nd Degree - Contacts are frequent to constant, and involve a substantial or major portion of time/effort of the job.
- D
- E

Nature Of Contacts

Complexity - Involves difficulty of and variation in subject matter of/reasons for contacts, as well as the variety of constituencies contacted.

Sensitivity - Involves need for tact, discretion, and diplomacy, and potential personal effect or influence upon others.

1st Degree

- Contacts primarily involve maintaining *good working relationships with co-workers*, and routine coordination of effort on shared assignments.
- Regular contacts with others usually involve *routine exchange and explanation of information* regarding specific services, policies, procedures, and activities.

2nd Degree

- Regular contacts are of *limited complexity and/or sensitivity*; and the individual typically does one or more of the following:
  - Assist or advise clients, staff, students, or others in order to: provide *basic direct services*; provide *standard information* about and interpretation of services, policies, procedures, and programs; monitor, investigate, evaluate, and assist in resolving *routine problems*.
  - Interview or administer tests/questionnaires in order to *record standard factual information*.
  - Act as liaison with other offices, organizations or individuals in *coordinating projects* or activities.
  - Compile, present, explain, and interpret data related to assigned tasks.
  - *Train or instruct* clients, students or others in *fundamental skills*, concepts, methods, etc. including *some evaluation* of mastery of subject matter.
  - *Enforce standard, well defined policies*, procedures and regulations related to assigned function.

(Continued Next Page)



3rd Degree

Regular contacts are *moderately complex and/or sensitive*; and the individual typically does one or more of the following:

F  
G  
H

- Assist or advise clients, students, staff, or others, in order to: provide *basic and specialized direct services*; provide *in-depth information about and interpretation of services, policies, procedures, and programs*; monitor, investigate, evaluate, and assist in *resolving unusual or difficult problems*.
- Interview, observe, and administer questionnaires/tests in order to *record technical data and observations, and make basic professional/technical evaluations* of situations or problems;
- *Act as liaison* with other offices, organizations or individuals in coordinating projects or programs, with partial responsibility for obtaining and maintaining their support and cooperation and negotiating agreements.
- Compile, present, explain, and analyze data on assigned functions, and *regularly recommend action to be taken by senior administrative staff*.
- *Train or instruct* clients, students, or others on a *basic to intermediate level of academic/technical theory, concepts, issues, methods, techniques*; and formally evaluate mastery of subject matter.
- *Enforce* numerous functional, organizational and/or external policies, procedures and regulations, as well as *well-established professional/technical principles and methods*.

4th Degree

Regular contacts are of *substantial complexity and/or sensitivity*, and the individual typically does one or more of the following:

I  
J

- Assist or advise/counsel clients, students, staff, or others, in order to: provide *specialized direct services*; monitor, investigate, evaluate and play a key role in resolving *problems of an unprecedented nature or having major/broad implications* for the individual or program.
- Interview, observe, administer tests, in order to *record data and observations* and make *specialized professional/technical evaluations* of problems or situations.
- Act as liaison for a major department/program with numerous offices, organizations and individuals for the primary purpose of *obtaining and maintaining their support and cooperation, and negotiating agreements*, as well as coordination of activities/programs.
- Compile, present, explain, and analyze data related to assigned functions/program, including *frequent recommendation of action to be taken by administrative officers*.
- *Play a key advisory role in interdepartmental or intra-organizational planning and coordination* of a major program or phase of activities.
- *Train or instruct* clients, students, or others on *advanced theory, concepts, issues, methods, and techniques* related to a specific academic/technical/professional field; and evaluate mastery of subject matter.
- *Enforce a wide variety of functional, organizational, and external policies, procedures and regulations*, as well as *established professional technical principles and methods*.

### 5th Degree

Regular contacts are *highly complex and/or sensitive*; and the individual typically does one or more of the following:

50 K  
55 L

- Assist, advise/counsel clients, students, staff, or others, with primary responsibility for providing *highly specialized direct services*, and for monitoring, investigating, evaluating, and resolving *problems of an unprecedented nature or having broad/major implications* for the individual or program.
- Interview, observe, administer tests for the primary purpose of making *highly specialized and in-depth professional/technical evaluations* of problems or situations.
- *Act as organizational liaison* with numerous offices, organizations and individuals for the primary purpose of obtaining and maintaining their support and cooperation and negotiating major agreements.
- *Play a key leadership role in organizational planning and coordination* of a major program or phase of activities.
- Compile, present, explain, analyze data on assigned programs, including *extensive recommending or mutual determination of action to be taken by executive officers*.
- *Enforce a broad range* of functional, organizational, external, and professional/technical policies, regulations, laws, principles, and methods.

**SUPERVISION EXERCISED**

8.

Consider the nature and extent of supervision exercised, using both the number of persons directed or supervised and the scope of supervisory responsibilities as guidelines.

Scope of supervisory responsibility includes:

- the degree of complexity and diversity of the duties of those supervised;
- the type of supervisory duties involved (planning and assigning work, training, performance appraisal, recommending pay rates, hiring, firing, staff organization and management, etc.)

**1st Degree**

5 B No formal supervisory duties.

10 C May train, assist and occasionally direct junior co-workers, but generally works along with those persons.

**2nd Degree**

15 D Trains and assigns/directs the activities of several persons (up to 4 work is diverse or complex, up to 10 is work is uncomplicated and highly routine); may advise on hiring and performance review to a limited extent, but is not considered responsible for quality of work or personnel decisions.

OR

Trains and plans, assigns and is responsible for quality of work of one or two persons, if work is diverse/complex, up to 6 if routine; plays key advisory role in evaluation, hiring, firing, and compensation.

**3rd Degree**

20 F Trains and assigns/directs the activities of a moderate number of persons (5-10 if work is diverse/complex, up to 25 if highly routine); may advise on hiring and performance appraisal to a limited extent, but is not considered responsible for quality of work or personnel decisions.

OR

Trains and plans, assigns and is responsible for quality of work of several persons (3-5 if work is diverse/complex, up to 10 highly routine); plays key advisory role in evaluation, hiring, firing, and compensation.

OR

Has full supervisory duties and responsibilities for one to two persons if work is diverse/complex; several (3-5) if highly routine.

**4th Degree**

H Trains and assigns/directs the activities of a large number of persons (10 or more if work is diverse/complex, up to 50 if highly routine); may advise on hiring and performance appraisal, but is not considered responsible for quality of work or personnel decisions.

OR

I Trains and plans, assigns and is responsible for quality of work of a moderate number of persons (5-10 if work is diverse/complex, up to 25 if highly routine); plays key advisory role in evaluation, compensation, hiring, and firing.

OR

J Has full supervisory duties and responsibilities for several persons (3-5 if work is diverse/complex, up to 10 if highly routine.)

**5th Degree**

K Trains and plans, assigns and is responsible for quality of work of a large number of persons (10 or more if work is diverse/complex, up to 50 if highly routine); plays a key advisory role in evaluation, compensation, hiring and firing.

OR

L Has full supervisory responsibilities for a moderate number of persons (5-10 if work is diverse/complex, up to 25 if highly routine), one or more of whom may be delegated some supervisory duties.

OR

M Has "second-in-command" supervisory responsibilities for a large unit or department (10-25 if work is diverse/complex, up to 100 if highly routine.)

**6th Degree**

N Has mid-level supervisory accountability for a large department or unit (10-25 if work is diverse/complex, up to 100 if highly routine), one or several of whom may be delegated moderate to extensive supervisory duties and responsibilities.

OR

O Has "second-in-command" supervisory accountability for a major multi-unit program or administrative sub-division.

**7th Degree**

P Has mid-level supervisory accountability for a major multi-unit program or division, involving direct supervision of several managers/directors who are delegated full supervisory duties and responsibilities in their areas.

OR

Q Has or shares "second-in-command" supervisory accountability for the organization.

## FINANCIAL & MATERIAL ACCOUNTABILITY

Consider the nature and extent of access to and responsibility for *financial resources* (cash, checks, major funds/accounts) and *operating budgets*; and *physical resources* (equipment, medication, chemicals, books, animals, etc.).

### 1st Degree

A - Handling of cash/valuables, use and maintenance of specialized equipment/materials, processing of financial documents, and/or maintenance of budget/financial records is of a routine nature, and is performed on a limited basis, or with little opportunity for significant loss, damage or error.

### 2nd Degree

B - Handling of cash/valuables, use and maintenance of specialized equipment/materials, processing of financial documents, and/or maintenance of financial/budget records is a significant component of job and involves regular opportunity for significant loss, damage or error.  
C - Job involves assistance in department/program budget preparation and administration, including review and analysis of expenditures.

### 3rd Degree

D - Handling of cash/valuables, use and maintenance of specialized equipment/materials, processing of financial documents, and/or maintenance of financial/budget records is a/the major responsibility of the job, and involves frequent to extensive opportunity for significant loss, damage or error.  
E - Job involves developing and administering a moderate sized department/program budget, or playing a key role in developing and administering a large department/program budget, or assisting in budget preparation and administration on a multi-program or organization-wide basis.  
F - Job involves monitoring, supervising and/or advising policy on the acquisition, administration, distribution, and/or investment of limited to moderate amounts of organizational funds or resources.

### 4th Degree

G - Job involves developing and administering a major department/program budget; or, assisting in the development of and playing a key role in the administration of the organization budget.  
H - Job involves monitoring, supervising and advising policy on the acquisition, distribution, administration, and/or investment of large amounts of organizational funds or resources.

### 5th Degree

I - Job involves budget direction on a multi-program or organization-wide basis and playing a key role in developing the organization budget.  
J - Job involves monitoring, supervising and advising policy on the acquisition, distribution, administration, and/or investment of major segments of organizational funds or resources.

INFORMATIONAL ACCOUNTABILITY 10

Consider the nature and extent of access to and responsibility for primary data/records, that is, information of major importance to fulfilling organizational or unit objectives, of a highly confidential/sensitive nature, or the improper handling of which may result in substantial time, financial and/or credibility loss for the function or organization.

1st Degree

- A Collection, processing and/or dissemination of data/records is of a routine nature (eg. general
- B client, student, personnel, or activity/project files) or is closely supervised.

2nd Degree

- C Collection, processing and/or dissemination of data/records is a major responsibility of the job,
- D conducted under moderate to minimal supervision.

3rd Degree

- G Job involves supervising/coordinating and assisting with the collection, processing, organization, and dissemination of data/records having moderate to broad organizational impact, under minimal supervision or general direction.

4th Degree

- H Job involves developing policies and procedures relevant to, and directing the collection, processing, organization, and dissemination of data/records having broad organizational impact, in accordance with general organizational objectives.

**RESPONSIBILITY FOR HEALTH & SAFETY OF OTHERS | |**

Consider the nature and extent of responsibility for and/or potential impact on the personal health and safety of others.

**1st Degree**

- A Job generally has little or no effect on the health and safety of others.

**2nd Degree**

- B Job involves regular opportunity for minimal impact, or occasional/limited opportunity for moderate impact on the health and safety of others.
- C

**3rd Degree**

- D Job involves extensive opportunity for minimal impact, or regular/frequent opportunity for moderate impact, or occasional/limited opportunity for major impact on the health and safety of others.
- E

**4th Degree**

- F Job involves extensive opportunity for moderate impact, or regular/frequent opportunity for major impact on the health and safety of others.
- G

PHYSICAL EFFORT & STRESS

12

1st Degree

- A Normal office demands: light work involving intermittent sitting, standing and walking.

2nd Degree

- B Sitting or standing for prolonged periods. Very repetitive work of a mechanical nature. Extensive use of computer monitors, calculators, and the like. Frequent to extensive driving. Regular use of specialized physical skills/techniques. Frequent exposure to moderately stressful situations.

3rd Degree

- D Considerable physical strain, for example, lifting, crawling, climbing. Continuous standing or walking. Continuous rapid manipulative work. Extensive use of specialized physical skills/techniques. Frequent exposure to highly stressful situations.

4th Degree

- F Extensive physical exertion and/or stress.

30G



PHYSICAL WORKING CONDITIONS

13

Consider the surroundings in which the individual works and the hazards to which he/she is exposed, such as: poor lighting, heating, ventilation; high noise levels; infectious diseases; toxic chemicals; hazardous equipment; high working places; inclement weather; poor driving conditions; and so forth.

1st Degree

A Normal office conditions prevail.

6

2nd Degree

B Minimal exposure to unpleasant or hazardous conditions.

5  
10 C

3rd Degree

D Moderate exposure to unpleasant or hazardous conditions.

15  
20 DE

4th Degree

F Extensive exposure to unpleasant or hazardous conditions.

25  
30 G

14

**DEMANDS ON PERSONAL TIME**

**1st Degree**

A Overtime occasionally required, overtime pay or compensatory time off is given.

**2nd Degree**

B Several hours of overtime a week required on a regular basis; overtime pay or compensatory time off is given; OR  
regular work schedule periodically requires weekend or evening work.

**3rd Degree**

C Working beyond normal business hours expected on a regular basis, without extra compensation.  
D Regular work schedule frequently requires weekend or evening work. Staff member frequently  
E required to be on call or to travel.

A-3

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**MUNICIPAL  
POSITION  
RATING  
MANUAL**

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a publication of

**MMA Consulting Group**

**60 Temple Place  
Boston, MA 02111  
(617) 426-7272**

## FOREWORD

The MMA Consulting Group, a division of the Massachusetts Municipal Association, has designed the Municipal Position Rating Manual to enable cities and towns to evaluate and rank positions in the municipal organization for compensation purposes. The objective of a compensation structure is to relate all the positions in the organization to one another and to fix the dollar amount of their worth. Position evaluation is the systematic method of appraising the value of each job in relation to other jobs in the organization.

While much about position evaluation is subjective, this manual introduces an element of objectivity in the evaluation procedure. Thirteen widely accepted factors, which have almost universal application to municipal positions, form the basis of the analysis. These factors measure each position in terms of its minimum requirements to determine the degree of training, initiative, responsibility, job conditions and supervision in relation to other positions in the organization. A position should be rated without considering the qualifications of the present employee and the salary or wage rate being paid.

In evaluating positions, the analyst is strongly urged to use the points assigned to the factor degrees. The points and factor degrees correspond to weights found in many of the widely used position evaluation systems. Any deviation from consistent application of the manual will compromise the validity of the process.

The Municipal Position Rating Manual will be used most effectively if the following points are noted:

- (1) The best source of information on each position is a job description which is the culmination of a recent job analysis. Job descriptions should be standardized among all the municipal positions.

(2) Ideally, position evaluation should be performed by more than one person. A personnel director and department head are good choices because one has intimate knowledge of the position and the other has comprehensive knowledge of all positions in the organization. An outside job rating analyst is also useful because the analyst's perceptions are not affected by knowledge of incumbent employees. In any event, the final ratings should be the result of pooled judgments.

Each evaluator should use the Position Rating Form in the back of the Manual. The rating process will have more validity if the evaluator fills out the form using the degree number rather than the point values. Points should be filled in later.

After each evaluator has completed a position rating form, the point values should be transmitted to the Position Rating Summary Sheet. Each evaluator's points should be listed in one of the columns. The final rating on any factor may be worked by consensus, averaging, or selecting the mode (the most frequent value of a set of data) if the position has been evaluated by three people.

(3) The total number of points on the Position Rating Summary Sheet will determine in which grade the position should be placed on the Grade Determination in the back of the Manual. In rating positions for the first time, the grades form the basis for a pay structure. In maintaining a pay and classification structure, the Grade Determination indicates where a new position should be placed and whether a current position should be upgraded or downgraded.

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## 1. EDUCATION/BASIC KNOWLEDGE

This factor measures the basic knowledge, acquired through either formal education or specialized training, which is essential to successful performance in the position. The knowledge may have been acquired by self-study or by training on jobs of lesser degree. This factor is expressed below both in terms of knowledge and equivalent education for convenience.

---

### 1st Degree 15

Duties require the ability to communicate in writing or orally. Must be able to follow simple instructions. Equivalent to elementary school education.

### 2nd Degree 30

Requires knowledge of arithmetic, English and grammar. Ability in simple bookkeeping, posting and filing functions. Operational ability with office equipment such as typewriters, adding machines, calculators and duplicating machines. Ability to operate a motor vehicle. Apprenticeship (entry level) knowledge of crafts or trades. Equivalent to high school education.

### 3rd Degree 45

Duties involve use of semi-complex procedures requiring special knowledge or ability, e.g., operation of bookkeeping and billing machines, word processing equipment, data entry terminals, and transcribing equipment; knowledge of stenography; ability to operate specialized heavy motor equipment such as a snowplow, grader, backhoe, etc. Equivalent to high school plus additional broad specialized training equal to one to two years of college. Duties may require working familiarity with technical terminology, simple laboratory procedures, shop machinery and a variety of precision measuring instruments and/or some training generally applicable to a particular field. Journeyman (working) ability in trades or crafts.

4th Degree 60

Intensive knowledge of a specialized field (e.g., civil engineering, nursing, accounting, finance, specific trade) as well as general knowledge of related fields; or broad knowledge of major municipal function activities. Equivalent to college or university education or master ability in trades or crafts.

5th Degree 75

Work requires advanced theoretical or technical knowledge of a highly specialized professional field (e.g., business administration, public administration, library science, public health). Equivalent to one to two years work in a graduate school at the master's level.

6th Degree 100

Duties demand knowledge equivalency of a doctoral degree in an advanced and highly specialized field such as law or medicine.



## 2. EXPERIENCE

Experience measures the length of time usually required by someone, with the specified educational background or knowledge, to learn to perform the duties effectively under normal supervision. Remember that the length of time required to become proficient at a job includes previous qualifying experience from related work or lesser jobs as well as on-the-job training.

---

1st Degree 20  
Up to and including 6 months.

2nd Degree 40  
Over 6 months up to and including 1½ years.

3rd Degree 60  
Over 1½ years up to and including 3 years.

4th Degree 80  
Over 3 years up to and including 5 years.

5th Degree 100  
Over 5 years up to and including 7 years.

6th Degree 125  
Over 7 years up to and including 10 years.

7th Degree 150  
Over 10 years.

### 3. JUDGMENT AND INITIATIVE

This factor measures the complexity of the duties, the relative level of intellectual demand, the degree of independent action and the extent to which duties are dictated by standard practice or the exercise of judgment. Consider criteria such as the creative effort used in devising new methods, techniques, policies and procedures and the degree of participation in the formulation of long- and short-range plans and policies.

---

#### 1st Degree 15

Simple repetitive or routine duties, requiring the use of definite procedures and little individual judgment since the work is either done under immediate supervision or involves little choice as to the method of performance.

#### 2nd Degree 30

Repetitive or routine duties which are well defined by procedure and limited in scope, but which may involve the choice of two or more alternative approaches thus requiring the use of some judgment or minor decision making.

#### 3rd Degree 45

Duties may involve the performance of specialized procedures requiring comprehensive knowledge of departmental functions and techniques or the exercise of technical expertise in applying standard professional techniques. May be required to exercise judgment in the analysis of facts or circumstances surrounding individual problems in order to determine the appropriate course of action.

4th Degree 60

Duties require comprehensive knowledge of activities of a functional area of the municipality and considerable judgment to work independently in formulating decisions regarding policies, procedures, operations, and plans at the department level.

5th Degree 75

Difficult work on highly technical projects or involved administrative problems which require a sophisticated degree of professional judgment and conceptual thinking; may participate in the development of technical processes and/or management plans and programs at municipal-wide level.

6th Degree 90

Responsibilities include coordination, planning and organization of major functional segment of municipality, involving a high degree of leadership, judgment, and initiative, and the ability to deal with technical and administrative problems in the functional area.

7th Degree 105

Must be able to direct the overall activity of the municipality by exercising authority and accepting responsibility for planning, operation and oversight.

#### 4. SUPERVISION REQUIRED

This factor measures the degree to which the individual's immediate supervisor outlines the methods to be followed or the results to be attained, checks the progress of work, and handles exceptional cases. In rating the relative degree of independence the individual exercises, consider the necessity, extent and closeness of supervision.

---

##### 1st Degree 5

Under direct supervision, with assignments of work at frequent intervals and a regular check of performance.

##### 2nd Degree 10

Under general supervision, where duties are sufficiently proceduralized to allow individual to perform independently on routine work, referring all questionable cases to supervisor.

##### 3rd Degree 20

Under general direction, where a definite objective is established requiring the use of a wide range of procedures; individual generally establishes own work plan and priorities, using and/or modifying established procedures, to complete the work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

##### 4th Degree 40

Under administrative direction, working from departmental policies and procedures; employee functions independently referring specific problems to superior only where clarification or interpretation of policy or procedure is required; may be virtually self-supervising.

5th Degree 50

Under policy direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; consults with superior only where clarification, interpretation, or exception to municipal policy may be required; self-supervising.

6th Degree 60

Exercises authority over total operations of municipality in conformance with general directives and objectives set forth by governing body; seeks counsel of governing body only on matters of policy adjustment or where required by law.

## 5. ACCOUNTABILITY

This factor measures the responsibility for preventing errors due to carelessness. In rating this factor, consider the following: the likelihood of errors; the possibility of error detection; and the probable effect of errors based on the degree to which the work is checked, either by the procedures themselves, by supervision, or by succeeding operations. Results of errors can be measured in damage to buildings and equipment, labor and material costs for correction, jeopardy to municipal programs, monetary loss, personal injury, danger to public health and safety, etc.

---

### 1st Degree 5

The simplicity of duties performed means that probable errors can be easily and quickly detected, usually by the employee. Consequences would result only in minor confusion, involving minimal time and expense for correction.

### 2nd Degree 10

The nature of supervision (i.e. most work is verified or checked) assures that probable errors are usually detected in succeeding operations. Consequences would include time loss caused in back checking by others and slowdowns in the processing of routine work. Errors are generally confined to a single department.

### 3rd Degree 20

The nature of supervision (i.e. most work is not verified or checked) or the operation of large, complex or potentially dangerous equipment increases the probability that errors could be serious. Consequences would include minor monetary losses due to waste of materials, damage to buildings and equipment, minor personal injuries or delays in processing important information.

4th Degree

The nature of work (e.g. specialized technical procedures, extensive analysis, etc.) means that errors in judgment or techniques would probably be difficult to detect. Consequences could result in excessive costs (e.g. recommended purchase of unsuitable equipment and materials), delay of service delivery, or direct financial or legal repercussions.

5th Degree 40

Duties include department-level responsibility for technical processes, service delivery, contributions to municipal-wide plans and objectives, and fiscal responsibility for department including buildings, equipment and manpower utilization. Errors could severely jeopardize department operations or have direct financial or legal repercussions.

6th Degree 60

Duties include the responsibilities outlined in the 5th degree but for a major functional segment of the municipality. Errors in judgment could have a continuing adverse effect on municipal functions.

7th Degree 80

Duties involve primary responsibility for the entire operation of the municipality. Errors in judgment have far-reaching effects on the municipality's ability to deliver services and the public's confidence.

## 6. CONTACTS WITH OTHERS

This factor measures the relative level of human interaction and the responsibility which goes with the job for meeting, dealing with, and influencing other persons. In rating this factor, consider how often the contacts are made, whether they involve furnishing or obtaining information only, or whether they involve influencing others.

---

### 1st Degree

5

Employee works alone most of the time or has little or no interaction with others except with immediate co-workers and own supervisor.

### 2nd Degree

10

Duties require contacts with other persons within the department on routine matters and occasional contacts with other departments or the general public. Employee must be able to work harmoniously with others and furnish or obtain routine information in a manner requiring ordinary courtesy and tact.

### 3rd Degree

20

Duties require the ability to deal with the public on behalf of a department, to communicate semi-complex or detailed information to municipal employees or the general public, or to discuss controversial subjects or supervisory matters where tact is required to avoid friction and obtain cooperation. Contacts with other employees or the general public occur under conditions requiring tact, understanding and patience.

### 4th Degree

40

Employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately. Contacts may require persuasiveness and resourcefulness to influence behavior of others.



5th Degree 60

Duties require considerable persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of personnel in other departments, the general public, vendors, representatives of other governmental agencies, etc.

6th Degree 80

Duties involve frequent contact with local, state, and federal government officials and community leaders to protect and promote the municipality's interests. Employee must possess high degrees of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require well developed sense of strategy and timing in representing the municipality effectively in critical and important situations which may influence the well-being of the municipality.

## 7. CONFIDENTIALITY

This factor measures the discretion and integrity required by those employees with access to privileged information handled or obtained in the normal performance of duties. In rating this factor, consider the nature of the information, the degree to which the full significance and meaning of the information is apparent to the employee, and whether disclosure would compromise the position of the municipality or the public, or constitute a breach of security.

---

1st Degree 5

Has no exposure to confidential information.

2nd Degree 10

Has access to some confidential information where the effect of any disclosure would probably be negligible or where the full significance would not be apparent in the work performed.

3rd Degree 15

Works with limited confidential information such as municipal personnel records, bid proposals, etc., which, if disclosed, might have an adverse effect on employee morale or municipal public relations.

4th Degree 20

Has regular access at the department level to a wide variety of confidential information such as criminal investigations, negotiating positions, etc., or confidential information relating to inter-departmental project plans and programs.

5th Degree 25

Has full and complete access to all municipal confidential information.

## 8. PHYSICAL ENVIRONMENT

This factor measures the surroundings or environmental conditions under which the job must be done and the extent to which they make the job disagreeable. Consider the elements which hinder the employee's ability to perform assigned duties.

---

### 1st Degree 5

Usual office working conditions with few distractions or unpleasant elements.

### 2nd Degree 10

Good working conditions with occasional exposure to machine or related noise or unpleasant elements such as chemical fumes, dust, heat, cold, oil, etc. Some element present which makes conditions less desirable than usually found in town offices. Includes work under typical shop conditions or outdoor work that is suspended when weather conditions are poor.

### 3rd Degree 15

Somewhat undesirable working conditions with exposure to noise, fumes, dust, heat, cold, oil, odors, and other elements. Work may involve general cleaning, confinement to cramped quarters, or occasional performance of duties out-of-doors with exposure to weather extremes.

### 4th Degree 20

Undesirable working conditions. Duties involve continuous presence of irritating or unpleasant elements or continuous performance of duties out-of-doors with exposure to weather extremes.

### 5th Degree 25

Extremely undesirable working conditions. Work requires high degree of tolerance to combinations of extremely unpleasant elements. Employee must be relieved at frequent intervals in order to protect physical well-being and/or safety.

## 2. MANUAL SKILLS

This factor measures the degree to which the job requires motor coordination, manipulative ability and the coordination of manual dexterity with mental and/or visual attention. Consider the occupational application of manipulative ability and motor coordination in work situations of varying lengths of concentration.

---

### 1st Degree 5

Duties are mental rather than physical.

### 2nd Degree 10

Duties are largely mental rather than physical but the job may occasionally require manual skills for activities such as moving objects, operating a switchboard, typing, filing and operating a motor vehicle.

### 3rd Degree 15

Duties may involve significant use of manual skills requiring finger dexterity and motor coordination. Examples include typing, operating word processors and computer terminals, using hand and power tools, firing a gun, climbing a ladder, preparing scale drawings and operating a motor vehicle.

### 4th Degree 20

Duties may involve close coordination of finger dexterity, manipulation and motor control under conditions which require extreme accuracy. The manual skills required are comparable to those which might be needed to repair complex equipment, conduct laboratory tests, or operate Class II motor vehicles.

### 5th Degree 25

Duties may involve a high degree of mental concentration and hand/eye coordination for long periods of time in performing activities such as those which use miniature instruments.

## 10. PHYSICAL EFFORT

This factor measures the degree of physical effort required in the performance of job duties. Consider the physical activities of manual labor, standing, walking, etc. as well as the exertion of physical force for intermittent or short periods.

---

1st Degree 5

Duties require little or no physical effort.

2nd Degree 10

Duties may require intermittent light to moderate physical effort in carrying, lifting or moving light-weight materials or equipment, walking or standing approximately half of the time.

3rd Degree 15

Duties may require moderate physical effort in carrying, lifting or moving bulky materials or equipment weighing approximately 30 to 60 pounds, or walking or standing all of the time.

4th Degree 20

Duties may require intermittent heavy physical effort in pulling, pushing or lifting.

5th Degree 25

Duties require considerable strength and endurance in performing heavy manual labor for extended time periods.

## II. OCCUPATIONAL RISKS

This factor measures the relative degree of exposure to hazards which might cause injury on the job. In rating this factor, consider both the probability of injury as well as the severity of injuries, if an accident actually occurred.

---

### 1st Degree 5

Duties of the job present little or no potential for injury.

### 2nd Degree 10

Duties generally do not present any occupational risk. Minor injury could occur, however, through employee failure to follow safety procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials.

### 3rd Degree 15

Duties present potential risk of minor injuries which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, muscular strains from working with extremely heavy materials and illness from exposure to communicable diseases.

### 4th Degree 20

Duties may involve frequent exposure to hazardous conditions involving the possibility for serious injury or occasional exposure to conditions which could result in total and permanent disability or loss of life.

### 5th Degree 25

Duties involve frequent exposure to hazardous conditions; injuries could result in total and permanent disability or loss of life.

## 12. CHARACTER OF SUPERVISION

This factor should only be used when rating positions which involve supervisory duties. In rating the character of supervision, a number of factors should be considered: (1) type of supervision (functional, technical, direct, administrative, etc.); (2) accountability, measured in terms of responsibility for specific results, operational costs and methods; (3) responsibility for personnel actions (hiring, discipline, termination, orientation, training, developing policies and procedures, etc.); and (4) budget development and control through subordinates.

### 1st Degree

5

May provide immediate functional or technical supervision over other employees in the same or a closely related classification where the work of the supervised employee(s) is essentially the same as the work of the supervisor. Supervision is limited to occasional explanation and guidance. May assume relief responsibility. No responsibility for costs, methods or personnel.

### 2nd Degree

10

Provides immediate supervision over a functional unit or section or department with time spent assigning, checking and reviewing work which has standardized procedures. Supervisory responsibility includes direct accountability for quantitative and qualitative results, but does not extend to personnel or budgetary activities. May act as department head during absences.

### 3rd Degree

20

Provides direct supervision of a department, including service delivery, personnel actions, manpower planning and budget development and control. May provide functional supervision over a large and/or highly technical section of a major department.





option 1

GRADE DETERMINATION

<u>SCORE</u>	<u>GRADE</u>
125 and under . . . . .	1
126-150 . . . . .	2
151-175 . . . . .	3
176-200 . . . . .	4
201-225 . . . . .	5
226-250 . . . . .	6
251-275 . . . . .	7
276-300 . . . . .	8
301-325 . . . . .	9
326-350 . . . . .	10
351-375 . . . . .	11
376-400 . . . . .	12
401-425 . . . . .	13
426-450 . . . . .	14
451-475 . . . . .	15
476-500 . . . . .	16
501-525 . . . . .	17
526-550 . . . . .	18
551-575 . . . . .	19
576-600 . . . . .	20



AT

The Town Administrator is the administrative officer of the Town who serves at the direction of the Selectboard (SB) and Board of Water and Sewer Commissioners. The Administrator provides technical and professional assistance to the various town committees and with direct supervision over the Planning and Zoning and Administration departments, Police Chief, Superintendent of Water Resources and Highway Road Foreman.

**Purpose:**

- Supervises and evaluates the performance of appointed employees working in Town Administration
- Supervises and evaluates the performance of the Town department heads for Selectboard review and acceptance, except the Town Clerk and Library Director
- Reviews all employee annual evaluations with department heads, in a timely fashion, prior to the employee receiving the evaluations
- Implements policies of the Selectboard and reviews decisions of the Development Review Board and Planning Commission

**Essential Functions:**

- Responds to day-to-day requirements of managing and administering the municipal government functions
  - Assists and supervises the specific appointive positions of zoning administrator, sewage officer, town planner, financial director and acts as purchasing agent for annual purchases in excess of \$1,000
  - Available to respond to inquiries and requests from the general public
  - Responsible for assisting municipal departments with planning, organizing, directing and coordinating activities
  - Assists the Selectboard and Planning Commission in developing major policies for the general direction of town affairs including long-range planning programs
  - Attends all required meetings to represent the town in local, State and private functions
  - Directs Town personnel practices including administration of position classification and wage scales
  - Oversees and directs the town safety program with other town staff
  - Assists Selectboard in preparing municipal budget and setting the municipal tax rate
  - Supervises and assists municipal departments with budgetary controlling functions necessary to insure compliance with the budget as adopted by the voters of the Town
  - Ensures that the town administration budget is met and not exceeded
  - Adheres to and ensures Departmental compliance with all Town policies, OSHA regulations and labor laws.
- Non-Essential Functions:**
- Responsible for the performance of the routine administrative and technical activities
  - Responsible for the updating the town's web site
  - Assists Selectboard in the advertising, interviewing and hiring of town employees
  - Attends evening meetings, as required
  - Performs other duties as assigned by the Selectboard

**Job Standards /Accountability:**

The primary job function is to maintain efficient day-to-day operation of the municipal government and ensure responsible administration of local and state policy, procedure and regulation. This function with other lesser functions are to be performed based on a 40-hour work week. The quantity and quality of work performed shall be reviewed by the Selectboard on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable period, reported in written form by the Selectboard to the employee's personnel file. Scheduling of all job functions is to be completed by the employee.

**Working Conditions:**

Physical requirements include the ability to work in an office environment and utilize standard computer equipment, ability to personally deliver notices to public places within the Town of Richmond at all times of the year and ability to utilize and answer telephones. The individual must physically be able to conduct on-site investigations and construction site compliance inspections. The employee is not expected to perform outdoor duties in adverse weather conditions but understands that in certain circumstances actions may be required in such conditions. The employee may be required to assist in emergency preparedness planning and response operations.

**Qualifications:**

Graduate of an accredited college or university with a bachelor's degree with major course work in public administration, business administration, political science or other relevant field and 2-5 years of experience in municipal administration, planning or personnel/financial management, or equivalent combination of work experience and education. Computer literacy required. Extensive knowledge of public administration and planning including the basic principles of organization, land use and budget preparation. Knowledge of research methods and techniques to assemble, organize and present statistical, factual or financial information in written or oral form. Thorough knowledge of the laws and regulations pertaining to municipal government. The ability to take full authority and responsibility for the operation of town government within the guidelines established by the Selectboard as well as to appropriately delegate responsibility to subordinates as required. The ability to establish and maintain working relationships with town officials, employees and the general public. Skills in concise, clear and effective written and oral communication.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Purpose:**

The Office Assistant — Assistant Town Clerk serves two departments: the Town Clerk's Office and Town Administration. This part-time position is appointed and supervised by the Town Clerk with input from the Town Administrator on those duties related to Town Administration,

**Essential Functions:**

- Professionally greet the public while covering the front counter, answering phones, and assisting public
- Pick up and sort mail and drop box collection
- Complete tasks related to recording documents in the town land records
- Issue and accept payments for; marriage licenses, dog licenses and Lake Iroquois passes
- Process car registration renewals
- Prepare certified copies of vital records, land records and other town records
- Notarize documents as requested
- Accept cash receipts and enter into NEMRC system ex: vault time & copies, police fines and receipts
- Accept payments from the public ex: taxes, water/sewer payments
- Assist in processing of election materials ex: voter registration, early and absentee voter request
- Enter invoices into the accounts payable system
- Perform payroll duties as a backup to the financial director or town treasurer
- Folding and mailing water resources and quarterly bills and assisting with the mailing of the annual property tax bills
- Mail monthly property tax interest due notices
- Attend all special elections, including annual town meeting, and assist as directed by the Town Clerk
- Adhere to all Town policies and regulations in regard to safety and personnel matters
- Performing other duties as assigned by the Town Clerk

**Non-Essential Functions:**

- Filing and preparation of payments for data entry
- Preparation of bank deposit
- Attend learning experience classes

**Job Standards/Accountability:**

The primary job function is to work with the Town Clerk in performing administrative duties of the Town in an efficient manner. Non-essential job functions are performed after the essential functions and all job duties will require on the average 12 hours per week. The quantity and quality of work performed will be reviewed on a regular basis by the Town Clerk and Town Administrator, as appropriate. Use of common sense in dealing with others, town staff and the general public, in a thoughtful and considerate manner is important to the proper functioning of this office. As this position involves handling of vital and financial records of private citizens, confidentiality in those matters is necessary.

**Working Conditions:**

Physical requirements require the ability to type using a computer, ability to deliver notices to public places within the Town of Richmond, ability to answer phones and take minutes during public meetings and hearings. These duties are performed within the office setting and may include work outside of the office such as posting of notices, attending workshops, and some physical lifting of supplies and small equipment.

**Qualifications:**

High School diploma, or GED, is required. Proficiency in office practices and procedures and the operation of office equipment, such as computer, typewriter, copier, postage meter. Proficient in computerized accounting and in Microsoft Word and basic spreadsheet software programs. Experience with municipal accounting software, such as NEMRC, desirable but not required. Ability to maintain office records efficiently and accurately. Good knowledge of English, spelling, grammar, and punctuation and sense of humor. Must be willing to acquire and hold Notary Public. Familiarity with the workings of local government is helpful but not required.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Zoning Administrator**

Grade 9 - 24 Hours

**Town Administration**

Effective: \_\_\_\_\_

Purpose:

The Zoning Administrator serves as the chief administrative officer of the town's bylaws, including the Richmond Zoning Ordinance, Subdivision Regulations and On-site Sewage Disposal Ordinance, providing technical support to the Development Review Board with supervision by the Town Administrator and Planning Commission Chair.

Essential Functions:

- Act as the Town Zoning Administrator and Sewage Compliance Officer.
- Assist town committees and residents in reviewing, preparing and submitting land development permit applications, including conditional use, site plan, subdivision, appeals and building permit applications.
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system.
- Conduct site inspections and zoning complaint investigations.
- Answer telephone calls promptly and professionally.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.
- Assist planner or planning commission in completion of their projects and assignments.
- Perform other duties as assigned by the Town Administrator.

Non-Essential Functions:

Job Standards /Accountability:

The primary job function is to work independently as required by state law and local ordinances. Some specific administrative duties will be accomplished in conjunction with the Town Administrator and Planning Commission Chair relating primarily to community development projects and bylaw development input. The Town Administrator will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Administrator as soon as practical.

Working Conditions:

Physical requirements require the ability to type using standard computer equipment, ability to deliver notices to public places within the Town of Richmond and ability to answer phones. These duties are performed within the office setting and do include work outside of the office such as attending workshops, on-site field inspections in all types of weather and some physical lifting of supplies and necessary field equipment.

Qualifications:

Bachelors degree in planning, law, engineering, architecture or similar, with work experience in technical review processes or an equivalent combination of work experience and education is required. Proficiency in office practices and procedures, the operation of office equipment including basic GIS software required. Proficiency in Word for Windows required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, and punctuation and sense of humor preferred. Proven ability to effectively accomplish job duties within designated time period a must.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Town Planner

Grade 8 - 20 hours per week

## Town Administration

Effective: 11/19/07

### Purpose:

The Town Planner serves the Town Administration department within the Town of Richmond and is supervised and directed by the Town Administrator with input from the Planning Commission Chair.

### Essential Functions:

- Provide staff support to the Planning Commission, including research and drafting proposals
- Attend Planning Commission evening meetings and any special meetings held by the Commission, take meeting minutes, and send out agendas and notices
- Update documents and draft regulations
- Administer community development grants including CDBG and general planning grants.
- Assist with town plan update
- Adhere to all Town policies and regulations in regard to safety and personnel matters
- Provide administrative support, including answering telephone calls and forwarding communications as needed
- Assist other town committees as assigned
- File and maintain office records efficiently and accurately
- Network with regional planning groups and other professional planners
- Prepare computer generated maps utilizing current software
- Perform other duties as assigned by the Town Administrator

### Non-Essential Functions:

### Job Standards /Accountability:

The primary job function is to work independently and in conjunction with the Town Administrator and Planning Commission Chair in performing specific administrative duties of the Town as it relates primarily to community development projects and day-to-day planning activities. Non-essential job functions are performed after the primary functions. The Town Administrator will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Administrator as soon as practical.

### Working Conditions:

Physical requirements require the ability to type using works station personal computer equipment, ability to deliver notices to public places within the Town of Richmond, ability to answer phones and take minutes during public meetings and hearings. These duties are performed within the office setting and may include work outside of the office such as posting of notices, attending workshops, on-site field inspections in all types of weather and some physical lifting of supplies and necessary field equipment.

### Qualifications:

Bachelors degree in planning, environmental studies or similar or an equivalent combination of work experience and education. Proficiency in Word for Windows and effective in use of ArcView GIS software required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, and punctuation and sense of humor required. Excellent communications skills. Experience in local government planning expected. Proven ability to effectively accomplish goals within designated time period a must.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Superintendent/Chief Operator**

Grade 17 - exempt

Water Resources Department

Effective: 11/19/07

**Purpose:**

The Superintendent/Chief Operator serves one department within the Town of Richmond. The Superintendent/Chief Operator is responsible for the supervision and operation of all aspects of the Water and Wastewater Department. This position is supervised by the Town Administrator, with final personnel decisions by the Richmond Selectboard in collaboration with the Richmond Water and Sewer Commission.

**Essential Functions:**

- \* Supervises all Water and Wastewater Department employees, contractors, and any personnel involved with the operation or improvement of any water/wastewater facility
- \* Conduct regular evaluations of employees in the department with the assistance of the Town Administrator
- \* Record keeping including but not limited to collection system records, State-required operation documents, personnel files, daily logs, and lab work
- \* Develop and manage the annual Departmental budget
- \* Overview and process control in daily operation of all facilities
- \* Overview and control of all repair work requiring detailed knowledge of the facilities
- \* Public relations
- \* Emergency response, coordination and repair of system failures
- \* Training of personnel
- \* Adheres to and ensures Departmental compliance with all Town policies, OSHA regulations and labor laws
- \* Work with and in cooperation with the Highway Foreman

**Non-Essential Functions:**

- \* Operation of all other aspects of the facilities
- \* Emergency work with other Town Departments

**Job Standards/ Accountability:**

The primary job function is to work with the Water and Sewer Commission in ensuring the efficient operation of the Water and Wastewater facility. Budgetary responsibilities require a focus on cost savings and efficiency. The quantity and quality of work performed will be reviewed on a regular basis by the Town Administrator and the Water and Sewer Commission.

**Working Conditions:**

Physical requirements include the ability to operate heavy machinery and equipment such as pumps, blowers, and electrical controls, and operate technical equipment including computers, lab equipment, and field testing equipment. Must be able to work in all outdoor weather and effectively operate under stress in emergency situations and multi-task responsibilities.

**Qualifications:**

- \* College degree preferred or an equivalent combination of work experience and education
- \* Possess a Class IIIB Water System Operator's license
- \* Possess a Grade II Pollution Abatement Facility Operator's Wastewater license
- \* Possess a commercial driver's license
- \* Possess other licenses as required by State Statute

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Assistant to the Town Administrator**

**Town Administration**

Grade 8 - 20 hours per week

Effective: 11/19/07

**Purpose:**

The Assistant to the TA works with a number of departments, boards and committees within the Town of Richmond. This part-time position is supervised and directed by the Town Administrator.

**Essential Functions:**

- \* Assist in the development and implementation of Town personnel practices and policies including but limited to Personnel Guidelines, benefits and, wage scales
- \* Prepare recommendations for Departments and the Selectboard regarding personnel, financial compliance and purchasing
- \* Compose reports, memorandums and correspondence for distribution to Boards and departments
- \* Analyze and compare information for the purpose of providing recommendations to the Town Administrator and Selectboard
- \* Educate and work with Department Heads and employees on issues such as benefits and OSHA compliance
- \* Collect information and present comparative results on issues such as municipal fee comparisons
- \* Ensure compliance with Department of Labor laws
- \* Assist the public visiting the office in obtaining information
- \* Adhere to all Town policies and regulations regarding safety and personnel matters
- \* File, maintain and organize office records and municipal information
- \* Distribute information
- \* Track and maintain yearly volunteer files
- \* Special projects at the direction of the Town Administrator

**Non-Essential Functions:**

- \* Answer telephone calls promptly and professionally
- \* Other duties as assigned by the Town Administrator
- \* Write and submit job postings, legal notices

**Job Standards/Accountability:**

The primary job function is to work with the Town Administrator in performing administrative duties and special projects for the Town in an efficient manner. Non-essential job functions are performed after the essential functions. Job duties will require 20 hours per week on average. The quantity and quality of work performed will be reviewed on a regular basis by the Town Administrator.

**Working Conditions:**

These duties are performed within the office setting and may include work outside of the office such as posting notices, purchasing items for the Town, attending workshops and some physical lifting of supplies and equipment.

**Qualifications:**

Bachelors Degree and experience with the workings of local government, ordinances, policies and procedures or an equivalent combination of work experience and education. Proficiency in office practices and procedures and the operation of office equipment. Proficient in Word, Excel and the internet. Ability to organize and maintain office records efficiently and accurately. Good knowledge of English, written composition and grammar.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_



**Administrative Officer**

Grade 9 - 24 hours per week

**Town Administration**

Effective: 11/19/07

**Purpose:**

The Administrative Officer serves as the chief administrative officer of the Town's bylaws, including the Richmond Zoning Ordinance and Subdivision Regulations, with supervision by the Town Administrator and input from the Planning Commission and Development Review Board.

**Essential Functions:**

- Act as the Town Administrative Officer pursuant to Title 24, section 4448.
- Provide staff and technical support to the Development Review Board.
- Assist Town committees and residents in reviewing, preparing and submitting land development permit applications, including conditional use, site plan, subdivision, appeals and building permit applications.
- Develop, implement and maintain an efficient and accurate zoning permit filing and tracking system.
- Conduct site inspections and zoning complaint investigations.
- Answer telephone calls promptly and professionally.
- Adhere to all Town policies, practices and regulations regarding safety in the workplace and personnel matters.
- Assist the Town Planner or Planning Commission in completion of their projects and assignments.
- Perform other duties as assigned by the Town Administrator.

**Non-Essential Functions:**

**Job Standards /Accountability:**

The primary job function is to work independently as required by state law and local ordinances. Some specific administrative duties will be accomplished in conjunction with the Town Administrator and Planning Commission Chair relating primarily to community development projects and bylaw development input. The Town Administrator will review the quantity, quality and efficiency of work performed on a regular basis. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. All essential job functions shall be completed in a timely manner and any difficulties in maintaining those duties must be reported to the Town Administrator as soon as practical.

**Working Conditions:**

Physical requirements require the ability to type using standard computer equipment, ability to deliver notices to public places within the Town of Richmond and ability to answer phones. These duties are performed within the office setting and do include work outside of the office such as attending workshops, on-site field inspections in all types of weather and some physical lifting of supplies and necessary field equipment.

**Qualifications:**

Bachelors degree in planning, law, engineering, architecture or an equivalent combination of education and experience in technical review processes is required. Proficiency in office practices and procedures, the operation of office equipment including basic GIS software required. Proficiency in Word for Windows required. Ability to maintain office records efficiently and accurately; good knowledge of English, spelling, grammar, punctuation and a sense of humor; is preferred. Proven ability to effectively accomplish job duties within designated time period a must.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Equipment Operator— Grounds Maintenance**

**Highway Department**

Grade 2 - two positions 28 hours and 24 hours per week

Effective: 11/19/07

**Purpose:**

The Equipment Operator - Grounds Maintenance Position serves one department within the Town of Richmond. This position will operate Highway Department equipment as required. This position supervised by Road Foreman.

**Essential Functions:**

- Park and town grounds maintenance during the summer months.
- Road maintenance and construction as directed by the Highway Foreman.
- Depending on qualifications, operating highway machinery and equipment including, but not limited to, the dump truck, plow truck and wing, loader, grader, tractor, roadside mower and power equipment such as chainsaw and trimmers.
- Sanding, salting, and plowing highways and sidewalks during the winter months.
- Preventive maintenance on all equipment.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.

**Non-Essential Functions:**

- Perform additional duties as may be directed by the Highway Foreman after maintaining all essential job functions.
- Manual labor such as cutting brush and trees, road repairs, guard rail repairs, and sweeping of roads and intersections.
- Wash and maintain equipment, Town garage floors, shelves, windows and stockrooms.
- Mechanical maintenance on equipment.

**Job Standards / Accountability:**

The primary job function is to operate town equipment in the proper maintenance of Town grounds and roads in a safe and efficient manner. Other job functions are performed after the primary functions. The quantity and quality of work performed will be reviewed on a regular basis by the Highway Foreman. Any deficiencies will be reported to the employee and if not resolved within a reasonable time period, reported to the Selectboard. Scheduling of all essential job functions is completed by the Highway Foreman.

**Working Conditions:**

Physical requirements include the unsupervised operation of equipment in adverse weather conditions, repair work to highways requiring the operation of heavy machinery and equipment, on-call basis for emergency response, and work on weekends. Some work weeks may require up to 40 hours or more at the direction of the Highway Foreman.

**Qualifications:**

Commercial Drivers License, if required by the job duties assigned, an acceptable DMV Background Check, proficiency in obtaining data for reports, flexibility in weekly work schedule based on the needs of the Town, the ability to operate Highway equipment, knowledge of safety requirements when working in any area, ability to respond to emergency situations quickly and with good judgment, and must be comfortable with roadside work.

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Richmond Town Treasurer's Office and Town Clerk's Office  
Salary Range Movement Schedule**

A-5

Employee Status	Job Classification and Grade Pay Ranges					
	Assistant Town Clerk (PG4)		Assistant Treasurer Financial Director (PG8)		Town Clerk (PG9)	
	Min	Max	Min	Max	Min	Max
Certification Levels						
No Certifications	\$11.58	\$18.51	\$14.07	\$22.49	\$14.77	\$23.62
Certified Vermont Clerk (4 steps = \$1.00 per hr. or \$.25 per step)	\$12.58	\$18.51	n/a	n/a	\$15.77	\$23.62
Certified Municipal Clerk (2 steps = \$1.00 per hr. or \$.50 per step)	\$13.58	\$18.51	n/a	n/a	\$16.77	\$23.62
Certified Vermont Treasurer (4 steps = \$1.00 per hr. or \$.25 per step)	n/a	n/a	\$15.07	\$22.49	n/a	n/a
Senior Assistant Treasurer (2 steps = \$1.00 per hr. or \$.50 per step)	n/a	n/a	\$16.07	\$22.49	n/a	n/a

1) All adjustments shall be made by the Finance Director's Office to an employee's base wage upon receiving written notification from the Department Head stating: 1) the requirements for the adjustment have been met and, 2) the amount of the adjustment. Each written notification must be initiated by the employee's immediate supervisor and Town Administrator. Employees must first complete their provisional period before receiving any pay adjustment, unless the Selectboard agrees, in writing. Unless the Selectboard agrees, in writing, to other adjustments, the below adjustments are approved pending funding allocations to support the adjustment.

No other adjustments available at this time
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2) Annual base adjustments are made at either the employee's anniversary or July 1 depending on conditions of hire. The annual base wage and performance adjustments, if set by the Selectboard, are available on an annual basis to each employee regardless of other adjustments such as certifications, bonuses, awards or any other base adjustment which may be approved by the Selectboard.

3) Upon acquisition of all certifications, the employee's wage could be affected by:

- A) Base and performance adjustments made available by the Town, and,
  - B) Other adjustments to the base as recommended by the Supervisor and approved by the Selectboard.
- 4) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service at another Town Clerk's or Town Treasurer's Office may only equal 5 years of creditable years of service to Richmond because of the differences in job responsibilities.

5) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be 2.5% per year. The Selectboard would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

\* A new employee is hired as an Assistant Town Clerk with 4 years of creditable experience and has a Certified Vermont Clerk designation. The base rate of pay for this position is \$11.58. To calculate the actual hire rate of pay, **first**, apply the creditable years of experience (4 x 2.5% = 10% or \$1.29 per hour) and **second**, add the \$1.00 credit for the 4 step Certification. (\$11.58 + \$1.29 + \$1.00 = \$13.87)

**Approved by the Richmond Selectboard on November 19, 2007**

**Richmond Water Resources Department  
Salary Range Movement Schedule**

Employee Status		Job Classification and Grade Pay Ranges									
		Grounds Maintenance (PG2)		Lead Process Operator* (PG7)		Lead Mechanical Operator* (P07)		Superintendent (PG17)			
Certification Levels		Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
No Certifications Obtained		10.50	16.79	13.40	21.42	13.40	21.42	13.40	21.42	n/a	n/a
Water Certification (\$ .50 per hr.) This is the only certification issued		11.00	16.79	13.90	21.42	13.90	21.42	13.90	21.42	n/a	n/a
Wastewater 1 (\$ .25 per hr.)		10.75	16.79	13.65	21.42	13.65	21.42	13.65	21.42	n/a	n/a
Water 1 and Wastewater 1		11.25	16.79	14.15	21.42	14.15	21.42	14.15	21.42	n/a	n/a
Base for Superintendent										21.83	34.90
Road Scholar or Equipment Maintenance(\$ .25 per hr.)		11.50	16.79	14.40	21.42	14.40	21.42	14.40	21.42	22.08	34.90
Water 1 and Wastewater 2		11.50	16.79	14.40	21.42	14.40	21.42	14.40	21.42	21.83	34.90
Water 1 and Wastewater 3		12.00	16.79	14.90	21.42	14.90	21.42	14.90	21.42	22.33	34.90
Water 1 and Wastewater 4		12.50	16.79	15.40	21.42	15.40	21.42	15.40	21.42	22.83	34.90
Water 1 and Wastewater 5		13.00	16.79	15.90	21.42	15.90	21.42	15.90	21.42	23.33	34.90

\* Operators without a Wastewater Certification are only allowed by State law to work at a facility for two years. If the employee fails to obtain wastewater certification Grade 1 within two years, the employee will not continue employment past 2 years.

- Auxiliary positions have a pay range of between \$8.00 and \$13.00 per hour. Rates of pay are determined by the Superintendent. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the following schedule.
- All adjustments shall be made by the Finance Director's Office to an employee's base salary upon receiving written notification from the Department Head stating: a) the requirements for the base adjustment have been met and, b) the amount of the adjustment. Each written notification must be initiated by the employee's immediate supervisor and Town Administrator. Employees must first obtain the Grade I Wastewater (WW) Certification and Water Certification, prior to taking any classes required to obtain either the Road Scholar or Equipment Maintenance Scholar Certifications. Unless the Selectboard agrees, in writing, to other adjustments, the below adjustments are approved pending funding allocations to support the adjustment.

No other adjustments available at this time
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- Cost of Living Increases are made at either the employee's anniversary or July 1 depending on conditions of hire. Years of service or cost of living adjustments and performance adjustments, if set by Selectboard, are available on an annual basis to each employee regardless of other adjustments such as certifications, bonuses, awards or any other base adjustment which may be approved by the Selectboard.
- Upon acquisition of certifications, the employee's wage could be affected by:
  - Cost of Living and Performance Adjustments to base and as made available by the Town, and,
  - Other adjustments to the base as recommended by the Supervisor and approved by Selectboard.
- New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service at another town's Wastewater Treatment Facility may only equal 5 years of creditable years of service to Richmond because of the differences in each plant's technical operation.
- The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be 2.5% per year. The Selectboard would review and approve the proposed "creditable years of service" prior to hire.
 

Years of Service and Certification Examples:

\* A new employee is hired as a Lead Process Operator with 4 years of creditable experience and with both a Wastewater I and a Water Certification. The base rate of pay for this position is \$14.07. To calculate the actual hire rate of pay; **first**, apply the creditable years of experience (4 x 2.5% = 10% or \$1.56 per hour) and **second**, add the \$.50 credit the Water Certification and the \$.25 for the Wastewater I designation. (\$14.07 + \$1.56 + \$.50 + \$.25 = \$16.38)

**Approved by the Richmond Selectboard on November 19, 2007**

## Richmond Police Department Salary Range Movement Schedule

Employee Status	Job Classification and Grade Pay Ranges									
	Assistant to the Chief (PG 05)		Patrol Officer (PG 08)		Patrol Officer II (PG 9)		Corporal/FTO (PG 14) Min \$2.00 per hour base wage increase		Chief of Police (PG 18)	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
No certifications received	\$12.16	\$19.43	\$14.07	\$22.49	n/a	n/a	n/a	n/a	n/a	n/a
Full-Time Certified positions	n/a	n/a	\$14.07	\$22.49	\$14.77	\$23.62	\$18.86	\$30.14	\$22.92	\$36.64
One Year Anniversary (\$.50)	n/a	n/a	\$14.57	\$22.49	\$15.27	\$23.62	\$19.36	\$30.14	\$23.42	\$36.64

\*Rank of Corporal requires: 5 years of service with the Town of Richmond, or another approved agency, FTO Certification and the recommendation of the Chief of Police.

\*Rank of Patrol Officer must be full-time certified upon hire. If not certified, the officer shall be allowed up to one-year from the date of hire to achieve full-time certification, or as amended by the Selectboard, otherwise the officer may not be able to continue employment with the Town. If the Town provides full-time training, the Town expects the officer to maintain employment with the Town for 36 months, unless terminated from Town employment.

- 1) Auxiliary Police positions have a pay range of between \$15.00 and \$16.00 per hour. Rates of pay are determined by the Chief of Police. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the following schedule.
- 2) Due to market conditions all PG 8 Patrol Officers will be hired at a minimum hourly rate of \$16.00. Patrol Officer II positions; defined as Officers who are certified and have completed two years of full-time field experience after certification, will be hired at a minimum hourly rate of \$17.30. This represents 3 steps/years of service above the PG 8 minimum.
- 3) All pay adjustments shall be made by the Financial Director's Office to an employee's wage upon receiving written notification from the Chief of Police stating: a) the requirements for the hourly adjustment have been met and, b) the amount of the adjustment. The employee's immediate supervisor and Town Administrator must initial each written notification.
- 4) At any given time during a work period, only one officer will be paid at the certification levels listed below, as determined and approved by the Chief of Police. Enforcement officers must first obtain the Full-time Certification from the State of Vermont, prior to taking any classes required to obtain additional certifications. The Selectboard may agree to adjustments outside of this policy.

Certification Obtained -	Hourly increase to Wage
Field Training Officer – 1 person (Available to Full-time Officers (Not Chief of Police))	\$1.00
Firearms Instructor – 1 person	\$1.00
School Resource Officer – 1 person	\$1.00
Computer Liaison – 1 person	\$1.00
Death Investigator - 1 person	\$1.00

- 5) Base adjustments are made at either the employee's anniversary or July 1 depending on conditions of hire. Base adjustments and performance adjustments, if set by Selectboard, are available on an annual basis to each employee regardless of other adjustments such as certifications, bonuses, awards or any other base adjustment which may be approved by the Selectboard.
- 6) Upon acquisition of all certifications, the employee's wage could be affected by:
  - A) Base and performance adjustments as made available by the Town, and,
  - B) Other adjustments to the base as recommended by the Chief of Police and approved by Selectboard.
- 7) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may or may not hold equal value to employment in Richmond. For example, 5 years of service with another town's department as a Patrol Officer may only equal 2 years of creditable years of service to Richmond because of the additional duties required of our police force. The value of "creditable years of service" allowed for new hires is equal to the dollar amount obtained by multiplying the base starting wage by a percentage equal to 2.5% for each year of creditable years of service. The Selectboard must review and approve the proposed "creditable years of service" prior to hire.

**Approved by the Richmond Selectboard on October 15, 2007**

## Richmond Free Library Salary Range Movement Schedule

Employee Status	Job Classification and Grade Pay Ranges								
	Library Assistant II (PG 02)		Senior Library Assistant (PG 05)		Youth Services Librarian (PG 8)		Library Director (PG 13)		
	Min	Max	Min	Max	Min	Max	Min	Max	
Certification Levels									
No certification received	\$10.66	\$17.04	\$12.34	\$19.72	\$14.28	\$22.83	\$18.23	\$29.14	
75 hours of certification for public librarians achieved (\$ .50 per hr.)	\$11.16	\$17.04	\$12.84	\$19.72	\$14.78	\$22.83	\$18.73	\$29.14	
150 hours of certification for public librarians achieved (\$ .50 per hr.)	\$11.66	\$17.04	\$13.34	\$19.72	\$15.28	\$22.83	\$19.23	\$29.14	
Each 25 hours of relevant and approved training (\$ .25 per hr.)	\$10.91	\$17.04	\$12.59	\$19.72	\$14.53	\$22.83	\$18.48	\$29.14-	

- Library Director must receive state certification within 5 years of hire.

- 1) Auxiliary library positions have a pay range of between \$8.00 and \$12.00 per hour. Rates of pay are determined by the Library Director. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the schedule.
- 2) All pay adjustments shall be made by the Finance Director's Office to an employee's wage upon receiving written notification from the Department Head stating: a) the requirements for the base adjustment have been met and, b) the amount of the adjustment. The employee's immediate supervisor and Town Administrator must initial each written notification. The Selectboard may agree to adjustments outside of this policy. Unless the Selectboard agrees, in writing, to other adjustments the below adjustments are approved pending funding allocations to support the adjustments.

No other adjustments available at this time

- 3) Base adjustments are made at either the employee's anniversary or July 1 depending on conditions of hire. Base adjustments and performance adjustments, if set by the Selectboard, are available on an annual basis to each employee regardless of other adjustments such as certifications, bonuses, awards or any other base adjustment which may be approved by the Selectboard.
- 4) Upon acquisition of all certifications, the employee's wage could be affected by:
  - A) Base and performance adjustments as made available by the Town, and,
  - B) Other adjustments to the base as recommended by the Supervisor and approved by Selectboard.
- 5) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may or may not hold equal value to employment in Richmond. For example, 5 years of service at another library as a Library Director may only equal 2 years of creditable years of service to Richmond because of the differences in each town's duties, collections and services provided to the public.
- 6) The value of "creditable years of service" allowed for new hires is equal to the dollar amount obtained by multiplying the base starting wage by a percentage equal to 2.5% for each year of creditable years of service. The Selectboard must review and approve the proposed "creditable years of service" prior to hire. Example: 4 years of creditable years is equal to a 10.0% increase over the minimum base wage. Credits for "creditable years of service" are calculated before any other credits, such as certifications.

Example of calculating creditable years of service and certification

\* A new employee is hired as a Library Assistant II with 4 years of creditable experience plus 75 hours of certification training. The base rate of pay for this position is \$10.50. To calculate the actual hire rate of pay, **first**, apply the creditable years of experience (4 x 2.5% = 10% or \$1.17 per hour) and **second**, add the \$.50 credit for certification (\$10.50 + \$1.17 + \$.50 = \$12.17).

**Approved by the Richmond Selectboard on November 19, 2007**



**RICHMOND SELECTBOARD  
REGULAR MEETING  
November 16, 2015 MINUTES**

A-6

Members Present: David Sander; Ellen Kane; Bard Hill; Taylor Yeates; Lincoln Bressor  
Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Erin Wagg; Bruce LaBounty; Cara LaBounty; Mary Houle; Brian Wright, CSWD; Josi Kytle, Buttermilk LLC; Marie Thomas; Theresa Gilbert; Chris Granda; Steve May; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

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

The Manager requested that the paperwork for the TD Bank equipment note be placed on the agenda for approval, and the Selectboard agreed to add as item IIIe.

**1. Welcome and Public Comment**

Mr. Sander then asked if there were any comments from the public.

Mary Houle said that the 2<sup>nd</sup> quarter tax payment was due today, and thank you to all who paid their taxes. She said that some people were upset about the taxes they had to pay, but she wanted people to know that the Selectboard sets the tax rate and if they have concerns, they should come to the Selectboard.

Mr. Sander added that the State sets the education rate, but the Selectboard does the municipal rate.

**2. Items for Presentation with Those Present**

Community Development Block Grant Request – Buttermilk, LLC

Josi Kytle of Buttermilk, LLC, was present to talk about the Community Development Block Grant. They had not closed on the property and had no purchase and sales agreement yet, but they were looking into the slums and blights criteria for these grants. The town needed to be the applicant, but Buttermilk LLC would be the one completing the work. They initially estimated the entire work to be \$500,000.

The Selectboard wanted to know how much additional work this would place on town staff. The Manager replied that there would be oversight and additional meetings, and the financial transactions would pass through the town. He had no hours estimate.

Mary Houle asked if this project provided a 2% stipend in the way that the hazard mitigation grants did. There was some discussion on this, but Josi Kytle would look into this.

Mr. Bressor said he did not want to move forward on this grant without knowing what the town was in for as far as a final project. There was discussion on this topic also.

Chris Granda said that a couple of years ago a initial remediation estimate was developed by the Regional Planning Commission and asked if that had substantially changed. Ms. Kytle said yes, those

1 estimates were rough but had been refined over the past year. The asbestos removal was a much  
2 higher estimate because the labor involved to reach the asbestos was more detailed now than the  
3 original estimate. There was \$350,000 in cleanup costs and over \$250,000 in demolition costs.  
4

5 Mr. Granda said he was worried about this project and the investment tax credits that were expiring.  
6 He suggested the Interim Zoning committee should review this project as it goes on. Mr. Bressor  
7 disagreed, and said that the Selectboard needs to be responsible for this.  
8

9 Mr. Yeates said that this process puts the developer on the hook for getting the grant and doing the  
10 cleanup. The deeper they get into this property the more likely a favorable outcome for them. He felt  
11 that the preliminary plans had been talked about enough and we need to move forward.  
12

13 Mr. Hill asked what the value of the property was. Ms. Kytile said that the appraisal they had said if it  
14 were clean, it would be \$575,000. There is very little developable land on the site. Mr. Hill asked  
15 about the net value after cleanup, and Ms. Kytile said probably very low.  
16

17 Mr. Yeates said he felt that the Interim Zoning has addressed many problems with the site but the  
18 required cleanup. Mr. Yeates offered a motion to approve the Resolution for the Vermont Community  
19 Development Program grant application and was seconded by Mr. Hill.  
20

21 Mr. Bressor said we needed to hold the public hearing first, and Mr. Yeates withdrew his original  
22 motion.  
23

24 Mr. Yeates offered a motion to set a public hearing for the Community Development Block Grant  
25 application for VCDP funds for 7:00 PM, November 30, 2015, in Town Center, and to consider the  
26 supporting resolution then. Ms. Kane seconded the motion, and the motion carried 5-0.  
27

#### 28 Richmond Area Teen Center (RATC Nest)

29

30 The Manager explained the issue. About three years ago the Richmond Area Teen Center reorganized  
31 and brought in new people to manage the nonprofit. They desired to reinvigorate the center, and offer  
32 new programs to new constituent groups to better utilize the space. Town officials have been largely  
33 supportive of this, however, in the past year, the use has grown beyond what was directly under the  
34 control of the RATC Nest board. Now, not only usage by OCCC and RATC Nest activities, a local  
35 singing group, The Minor Keys, and AA meetings use the center. All of these are worthwhile  
36 community activities, although there are more requests to use the space. The lease, which is up for  
37 renewal each April (now), in section 3 allows the space to be:

38  
39 open to seniors, families, and community organizations to rent during  
40 off-peak hours after receiving the written permission of the Landlord.  
41 Before use by the public, Tenant shall prepare and submit to the  
42 Landlord for approval, such approval to not be unreasonably withheld,  
43 a written operations and safety plan to include, at least the following  
44 items:

- 45 (a) A schedule of operations (days closed, opening times, closing times,  
46 special events)  
47 (b) Number of adult supervisors on-site during operating periods  
48 (c) Rules to be followed by participants, such as drug, alcohol and tobacco



1 use and prohibiting noise that can be heard outside the Leased Premises and  
2 by other tenants or the Landlord in other areas of the Entire Premises;

3 (d) Safety training for adult supervisors to include emergency exit routes,  
4 operation of fire extinguishers and location of fire alarm pull switches. This  
5 training shall be given to any participant that attends the Tenant's activities but  
6 not visitors touring the facility.

7 (e) There shall be no combustion of materials by any means, including lit  
8 candles or papers, etc. and no use of auxiliary heating units, such as electrical  
9 or propane heaters, not supplied by the Landlord.

10 So while the use expansion is essentially allowed as specified above, the demand for the space  
11 continues to grow. Theresa Gilbert and Erin Wagg were in the audience for a discussion on whether  
12 or not to expand, how the RATC Nest will insure these groups, and generally answer the question of  
13 how far can this go without significant changes to the lease and how the center operates.

14 The Selectboard engaged in a discussion with the teen center officials. Some concerns expressed  
15 centered around insurance – who was insuring who, should the space be a general community center  
16 or not and accessibility. The Selectboard wanted the Manager and teen center officials to meet and  
17 develop rules, or a policy, on utilizing the space, but recognized that civic and community oriented use  
18 of the space should be acceptable.

### 19 Chittenden Solid Waste District Lease

20 The Manager explained the issue. Richmond's facility here is called a "Drop Off Center" which is a  
21 different facility than what's discussed below, and all CSWD Drop Off locations are operated by  
22 CSWD.

23 The Manager attempted to get in touch with Mike Casella at All-Cycle about this venture, also. I was  
24 directed here after calling Casella Waste Systems, one of the largest haulers in the state. All-cycle  
25 (owned by Casella) runs a construction-level recycling & waste facility in Williston. Unfortunately,  
26 Mr. Casella hasn't called back as of yet. The Manager also reached out to Jeff Myers, of Myers  
27 Container, and was told by his staff that he was interested in the idea and that they run a facility in  
28 Colchester similar to the one that Casella has, although it appears that they only do construction  
29 recycling at this facility. These two facilities are called "Transfer Stations" and CSWD says they are  
30 designed to handle loads of 1 cubic yard or more of waste, which is different than that pay-as-you-  
31 throw bag setup at our Drop Off facility. The Manager has not yet spoken directly to Mr. Myers.

32 The clear distinction is that the Drop Off centers are resident-oriented and the Transfer Stations are  
33 construction and commercial oriented. That being said, keeping the Drop Off business model is  
34 probably doable under a private O&M contract. Further development of this idea will involve scoping  
35 an RFP and sending it out, vetting responses and weighing the decision. It would probably be January  
36 at the earliest before we would have answers to our questions.

37 Brian Wright of CSWD was present to talk a little more about this concept and the lease for the  
38 facility. Mr. Wright said that the drop-off facilities were expected to be provided by the host  
39 community. The current lease is up in December, and they requested another lease for a maximum of  
40 20 years, in five-year, renewable increments.

1 Mr. Bressor said he wanted to renew this lease and not interested in having a transfer station here  
2 because of noise and more truck traffic. This was a benefit to the town as it currently exists.

3  
4 Ms. Kane agreed, this was a community benefit, not a revenue source.  
5

6 Cara LaBounty said there was some confusion here, there were no discussions on making this a  
7 transfer station, just a lease agreement with a private contractor and not CSWD, this wasn't any more  
8 privatization than it is now. There was some discussion on this.  
9

10 Brian Wright, of CSWD, said that they weren't opposed to privatization, but CSWD was subsidizing  
11 these facilities, and if a private entity wanted to run these and lose money that's fine with them.  
12

13 Mr. Yeates said that the value in what's operating now is no trash on the side of the road, recycling  
14 that towns buy into. It may cost some money to have an attorney review this lease but we get back  
15 greater benefits from this arrangement. Ms. Kane agreed with this.  
16

17 Mr. Hill said that the service was very good and he appreciated questions from the public and it was  
18 reasonable to ask about going private.  
19

20 Bruce LaBounty said that just because it were privately run doesn't mean that there would be trash on  
21 the side of the road.  
22

23 Mr. Yeates offered a motion to approve a contract for a maximum length of 20 years, in five-year  
24 terms, with Chittenden Solid Waste District. Mr. Yeates amended his motion to schedule this for the  
25 November 30<sup>th</sup> meeting, and was seconded by Mr. Bressor. The motion carried 5-0.  
26

### 27 3. Other Business

#### 28 Greystone Drive Update

29 The Manager reported Steve Diglio from KAS has finalized the specs and will be sending them out  
30 this week. He is meeting with utility folks and Highway on Tuesday morning to finalize some of the  
31 work that needs to be coordinated. He feels that a two-week bid time is fine, and we can award,  
32 possibly at a special meeting either on November 30<sup>th</sup> or sometime that week. This will allow  
33 construction to start the week of the 7<sup>th</sup>, and for a three-week job should be done by the end of the  
34 month. Being mostly earthwork, the colder weather at that time should not be a critical factor, but  
35 snow can certainly slow things down.  
36  
37

38 We still have not heard back from FEMA if our Project Worksheet is approved as written. We also  
39 need easements from homeowners, which are being prepared now, and should be ready before  
40 Thanksgiving. We are down to the closing weeks this year, but we can still bid, award and construct  
41 before the end of December.  
42

43 Bids would be considered for review and award on November 30<sup>th</sup>.  
44

#### 45 FY2017 Budget

46  
47 The Manager reported his findings on the personnel review for the Police Department and Highway  
48 Department.  
49  
50

We've gathered quite a bit of information from surrounding towns on their wages and benefits. What is summarized below is just the base wage for new hires Highway and Police, with some advancement shown for Police (which, for Police, varies widely according to longevity and credentials). Actual salaries will differ. For where current Richmond personnel sit on our scale, you can see that in a separate attachment.

**Base wage comparison**

	Richmond	Hinesburg	Huntington	Jericho	Bolton
Road Crew (new hire)	\$12.00/\$12.50	\$18.20/\$18.83	\$ 17.32	\$16.50- \$17.50	\$ 16.25
Hwy Foreman (current)	\$ 29.23	\$ 26.60	\$ 28.73		

	Richmond	Hinesburg	Williston	Essex	Waterbury	Bristol
Police Recruit	\$ 17.00	~\$19.00	\$ 23.69	\$ 23.00	\$ 17.25	\$18.18
Officer	\$ 17.50		\$ 23.69	\$ 23.00	\$ 17.25	\$18.18
Corporal	\$ 22.98			\$ 30.39	\$ 22.66	
Sergeant			\$ 30.50	\$ 29.44		\$23.16
Chief	\$ 35.05		\$ 40.44	\$ 46.90	\$ 32.18	\$31.17

Richmond Highway also differs slightly, since we can offer an Equipment Operator wage which is higher than the base labor hire. It appears that we're very low in comparison with surrounding towns, though, with their initial hire vs. our experienced crew. We can re-examine our hiring "floor" but increasing some of the lower paid employees makes much sense in light of this, as if we need to replace an employee who might go to a competing town our new hire wage would probably be higher than in 2010.

On Police, we're not as far off with some of the smaller towns nearby, but we're still the lowest. WCAX reported that South Burlington offers a \$7,500 hiring bonus for trained and credentialled new hires. The Manager didn't know that we can compete with that, or which agencies offer that incentive, but our initial hire wage should be brought up to at least Bristol's and maybe Hinesburg's wage to allow us to continue to recruit. This would naturally mean a bump for our existing officers of \$1.00 to \$2.00 per hour, resulting in an overall increase to the salary line of \$10,400 to \$20,800, with appurtenant increases in ss/medicare and retirement.

Finally, it should be noted that in the Pay Range Movement Policy for Police, it lists the starting salary at \$16.00/hr. Upon the initiative of the Town Manager and at the urging of the Chief, we've changed that to \$17.00 in practice.

Mr. Hill suggested we needed a town-wide reassessment of the salary grid. Mr. Sanders said that in the nine years since this was implemented, the starting salary hasn't gone up much. There was discussion on the salary grid and movement range.

1 Mr. Yeates said that if you look at town size in Chittenden County, there is the same crime here as in  
2 Essex. Just saying budget size does not dictate how you handle any specific direction but we need to  
3 have long-term employees.

4  
5 Ms. Kane said we had less revenue than other towns but should we share an officer with another town?  
6  
7 Mr. Bressor said it isn't just dollars but interest and advancement opportunities.

8  
9 The Selectboard wanted a comparison of overtime to cover a vacant position versus paying for that  
10 position, and how that might affect vehicle fleet size.

11  
12 There was a brief discussion on the Fire Department. The Manager noted that their reserve was  
13 funded at \$28,500 which provided some ability to make changes, Mr. Yeates was working with them  
14 to submit a grant for new turnout gear, and while the building needed a lot of work, the Selectboard  
15 should consider replacing the building. It would never be ADA accessible and had numerous  
16 restrictions and was functionally obsolete.

17  
18 There was further discussion, and the budget would be taken up again at the next meeting.

#### 19 20 Delinquent Tax Policy

21  
22 The Manager explained that there had been several problems over the past ten years or so with  
23 uncollectable delinquent taxes, particularly on unlanded mobile homes in the mobile home park. Part  
24 of this was due to the condition of the mobile home, making it unsuitable for habitation and offering  
25 no collateral for the taxes. The other part of the problem was the rising balances for long-term  
26 repayment agreements and subsequent delinquencies. The Manager proposed an amendment to the  
27 collection of delinquent taxes which focused on annual tax sales and repayment agreements no longer  
28 than one year in length.

29  
30 Ms. Kane wanted to know if we had helped people find assistance. She was on the board of directors  
31 for Opportunities Credit Union, who might be able to help people in poor financial condition.

32  
33 Mr. Yeates said he understood the logic on this but there needed to be more explanation on what we're  
34 doing to help people come current. This policy doesn't address the whole problem, and it isn't  
35 balanced.

36  
37 Ms. LaBounty said that if a mobile home is in the floodplain, they can't get financing. Also, many of  
38 the older homes won't qualify for financing and its always an issue.

39  
40 Mr. Yeates said that the data shows that mobile homes are disproportionately effected here. Mr.  
41 Bressor clarified that the policy didn't discriminate but the delinquencies and tax sales seem to point to  
42 disproportionate distribution on mobile homes. There was more discussion and requests for further  
43 information by the board.

#### 44 45 Memorial for Fire Chief Tom Levesque

46  
47 Mr. Sander said he'd like to see a meaningful and lasting tribute to Chief Levesque, rather than a  
48 donation to a fund. Mr. Hill and Mr. Yeates agreed. The Manager said that some had suggested  
49 dedicating the new Emergency Services Building to him, and the board thought that was appropriate.  
50 Mr. Yeates reported that the RFP process for an architect to help with feasibility had begun.

Reports from Selectboard and Town Manager

The Manager pointed to the Police Report and Financial Reports.

Mr. Bressor spoke about correspondence from the Trails Committee regarding use of the buyout property on Cochran Road. He said there was a need for parking for trails in that area, and the Safford Preserve was accessed from Cochran Road, just near this property. There was some discussion, and it was noted that Chris Granda was taking the lead on the input for use of the property.

The Manager reported that the crosswalks on Bridge Street were often difficult to notice, and especially at the top of the hill, the mid-block walk was difficult to notice pedestrians due to the parking there. There was some discussion. Mr. Hill said several people had complained to him, and he suggested something to make drivers more aware, or a flashing beacon of some kind. Perhaps Pete Gosselin had some ideas?

The Manager reported that the radar speed sign on Jericho Road above the school had been removed for water line work, but will be replaced soon.

The Round Church Lease could be either a quit-claim, as originally done, or a traditional lease. The reasons for the quit claim back in 1976 were so the Richmond Historical Society could control the property for the purpose of securing grants, but things had changed and the town would now also be eligible for these grants. The Richmond Historical Society was fine with a traditional lease at this point. The Selectboard agreed that a traditional lease should be sought, and a 40 year term was fine to begin negotiations with.

The Town Manager then presented a draft schedule for the town plan, which called for adoption at the end of next Summer. The board asked that this be finalized and placed on the Town website, as well as the Town Plan official website.

Approval of Warrants

The warrants were approved. It was noted that the Library postage would be paid but the issue surrounding it was still outstanding and discussions with the Library were ongoing.

Approval of Minutes

Mr. Hill offered a motion to approve the minutes of October 15, 2015 and was seconded by Ms. Kane and the motion carried 4-0-1 with Ms. Kane abstaining.

Mr. Hill offered a motion to approve the minutes of November 2, 2015 and was seconded by Ms. Kane and the motion carried 4-0-1 with Mr. Bressor abstaining.

Recreation Committee/LIRD Committee appointment

Steve May was present to talk about his interest in serving on the Recreation Committee, Police Advisory Committee and possibly Lake Iroquois Recreation District representative. Mr. May spoke a little about his background in counseling and that the was new to town and wanted to be more involved.

1 Mr. Yeates said it was nice to see someone was interested. The Police Advisory Committee was  
2 inactive, but Mr. Yeates offered a motion to appoint Mr. May to the Recreation Committee and Lake  
3 Iroquois Recreation District Representative from Richmond and was seconded by Ms. Kane, and the  
4 motion carried 5-0.  
5

6 Approval of TD Bank Note  
7

8 The Manager explained this was the note and resolution for the previously approved equipment  
9 borrowing for the Fire Truck and Highway Truck. The amount was \$289,005 at 1.83%, over five  
10 years.  
11

12 Mr. Yeates offered a motion to approve the resolution and note for the TD Bank short-term equipment  
13 note in the amount of \$289,005 payable over five years, at 1.83% interest. Mr. Bressor seconded the  
14 motion and the motion carried 5-0.  
15

16 Mr. Yeates briefly stepped out.  
17

18 Police Cruiser Purchase  
19

20 The Manager explained that the Ford police SUV was held up somehow. Previously, the board had  
21 approved a purchase from Shearer who holds the Vermont State contract for police vehicles. The  
22 vehicle was ordered in April but had not arrived, and Shearer was unable to provide a delivery date.  
23 However, Chief Buck had found one on the lot in a dealership in Massachusetts. He was requesting  
24 cancelation of the first order and authorization for the second, which was about \$450 more for the  
25 same vehicle, striped and outfitted. There was discussion of some of the details, and Mr. Yeates  
26 returned.  
27

28 Mr. Hill offered a motion to cancel the purchase order with Shearer Chevrolet and replace with the  
29 MHQ purchase order and was seconded by Ms. Kane. The motion carried 5-0.  
30

31 There was no executive session.  
32

33 **4. Adjourn**

34 Motion by Mr. Bressor to adjourn the meeting at 10:05 p.m. Seconded by Mr. Hill. So voted.



**RICHMOND SELECTBOARD**  
**REGULAR MEETING**  
**December 7, 2015 MINUTES**

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Members Present: David Sander; Ellen Kane; Bard Hill; Taylor Yeates; Lincoln Bressor  
Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Stephanie Rogers; Keith Rogers;  
Mary Houle; Barbara Cimaglio, VT Department of Health; Sen. Ginny Lyons; Daniel  
Goodyear, Richmond Family Medicine; Jack Linn; Gunther Hetzet; Sen. Tim Ashe; Dennis  
Doherty; Ian Bender; Erin Wagg; Connie Doherty, Finance Assistant; and Ruth Miller was  
present to videotape the meeting for MMCTV Channel 15.

David Sander called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

Mr. Sander asked if there were any comments from the public.

Mary Houle asked if there was any Greystone update, and Mr. Sander said it would be discussed under reports on construction. Ms. Houle said she had a problem with the storm water system there, and Mr. Sander said we could talk about it later on the agenda.

**2. Items for Presentation with Those Present**

Opiate Addiction: Prevention and Treatment Discussion

Mr. Sander explained that this discussion should be limited to thirty minutes if possible, and introduced Linda Donovan.

Linda Donovan identified herself as the owner of the Lucky Spot store, with her husband, James. She had organized the November 18<sup>th</sup> session also, and had spoken with Mr. Hill and the Manager about coming to this meeting.

Mr. Hill said he asked to have this on the agenda where we have an interested audience. He noted that two State Senators were in attendance, Ginny Lyons and Tim Ashe, but Senator Michael Sirotkin and Representative O'Brien could not attend. He said that Senator Sirotkin was preparing legislation to open up additional treatment options. So, what can the town do? He said that prevention activities and a Narcotics Anonymous meeting could be done but otherwise treatment centers and access were not in our capability. It was commonly known that treatment centers have a waiting list of 4-12 months, which was making it difficult for people to combat addiction and adjudicate crimes.

Linda Donovan said she had asked a doctor from Richmond Family Medicine to attend, to speak about possible suboxone treatment. Dr. Daniel Goodyear identified himself and said that no one at his practice was certified to prescribe or administer suboxone and felt that the primary care setting made it difficult to manage that program. Suboxone treatment took a lot of time, counseling and wasn't a quick process for treatment.

Linda Donovan asked if he had any recommendations, and Dr. Goodyear said it took a team effort for suboxone treatment, and it was outside of the capabilities of primary care.

1 Barbara Cimaglio, Deputy Commissioner of the Department of Health, said her department provided  
2 oversight for public treatment facilities as well as licensing of private facilities. She was willing to  
3 provide information and answer questions, and the department's website had more information also.  
4 She spoke about some statistics about the issue and the challenges the State has in providing care.  
5 With her was Ryan Mitofsky who specialized in prevention, and provided an overview of what his  
6 office can do.  
7

8 Ms. Kane asked what the fastest growing population was for heroin abuse. Ms. Cimaglio said that the  
9 group of 18-24 was most at-risk, but the problem was across all age groups.  
10

11 Linda Donovan said that it was important to get youth busy and involved in activities.

12 Someone from NarAnon said that this was a 12-step program that needs to grow. She was from  
13 Middlebury, but needed 3-4 people who would be committed to the program to start one in Richmond.  
14 Anyone who wants to can participate, especially family and friends of addicts.  
15

16 Sen. Ginny Lyons said she was on the Health and Welfare Committee, and mentioned Act 51 from the  
17 legislature from the 1980s was one of the first efforts to combat addiction, and the problem itself  
18 wasn't new. She said that education on prevention was needed in the schools.  
19

20 Senator Tim Ashe said just increasing penalties for offenders wasn't a solution, particularly for those  
21 transporting the drugs. He said the leaders of these organizations don't come to Vermont and if you  
22 arrest one person carrying, they easily find someone else. These people are often from out of state and  
23 don't know about penalties or don't care. It is the demand which creates the problem.  
24

25 Connie Van Eaghen said she worked for UVM in supporting patients who need pain management.  
26 This is often a source of addiction.  
27

28 There was some additional discussion about the problem and the scope. It was recognized that the  
29 Selectboard could do little as far as solving the problem, but developing and advocating policy  
30 objectives was one area that the Selectboard could invest its efforts. The board thanked all who came  
31 to speak.  
32

#### 33 Richmond Rescue: Budget and Paramedicine

34 Mr. Yeates, also President of Richmond Rescue, introduced the topic and explained Richmond  
35 Rescue's budget request (which had been included in the proposed budget for the Selectboard) and  
36 how the managed their organization within their budget. He spoke of volunteers and how well the  
37 squad is doing, and that they would start up their paramedicine program on January 1<sup>st</sup>. This was a big  
38 change for Richmond Rescue, and puts them in the same care capability as Colchester, Essex, and  
39 other area departments. Paramedics have several advantages over the advanced EMTs, including pain  
40 management, acute care and other services while responding to calls.  
41

42 Mr. Yeates also noted that Medicaid has cut reimbursements to ambulance transports by .5%, and the  
43 typical 2% bonus was in jeopardy. These reimbursable costs are 60% of Richmond Rescue's revenue.  
44 He also encouraged everyone to subscribe, as this would help cover costs.  
45



1 There was discussion about the costs of new ambulances (\$165,000) and how long they might last  
2 (between 6-8 years). Ms. Kane asked if every town had its own rescue squad and if other towns  
3 support Richmond Rescue.

4 Mr. Yeates said that we are one of the few regional squads, covering Richmond, Huntington, Bolton  
5 and part of Jericho. He said that all towns contribute municipal funds to Richmond Rescue. He said  
6 Hinesburg still uses St. Michael's which seems inconvenient.

7  
8 The Selectboard thanked Mr. Yeates for his informative presentation.

#### 9 Williams Hill Water Issue

10  
11 The Manager explained that channeling of water on Williams Hill across the public road, particularly  
12 across the Rogers and Linn properties, have generated erosion concerns. Since the heavy rains of  
13 2013, it seems that the storm water issues have been increasing in frequency and volume, particularly  
14 at the top of the hill.

15 In this area, the Rogers and Linns have a total of three drainages across their properties which  
16 discharge water that is collected from uphill of Williams Hill road. These ditches are separate at the  
17 road, but interconnect further downhill, but the amount of water from 2013 and 2015 has been  
18 extraordinary, creating more and more erosion in the drainages, causing concern for all – but the  
19 Rogers have been particularly vocal about it, since after the 2013 storm Peter Gosselin installed a 36”  
20 culvert to discharge into their drainage, where before only a 20” culvert existed.

21  
22 Pete Gosselin's explanation is that the larger culvert is needed to prevent overflow from this area,  
23 flowing downhill into the next culvert, which only channels it into the Linn's property and the  
24 drainage there is historic, and not unique to this property – other people have the same issue. There  
25 are other facts involved, also, but I must say that the primary culprit in all this is the instances of 3  
26 inches of rain in an hour that these freak storms have produced – both declared disasters (2013 &  
27 2015) produced all of their damages in the same way – by overwhelming existing infrastructure and  
28 damaging both public and private property. Unfortunately, in both cases, only public damages have  
29 been covered by FEMA.

30  
31 Still, the residents are concerned and have contacted the Selectboard recently about this. Both the  
32 Rogers' and the Linns were present to talk about the issue.

33  
34 Stephanie Rogers provided pictures and an overview of her concerns, especially the new culvert and  
35 the recent erosion. Jack Linn said he has the same problem from the culvert at the road, and said that  
36 the ditches converge at the end of his property and the erosion there causes the ditch to be more than  
37 13 feet deep, where it never was that deep before. This all travels down to Collins Mountain Road.

38  
39 Mr. Linn also said that in the 2013 storm many trees blew down at the top, and he had been harvesting  
40 the logs but their roots had exposed slate beneath them – the ledge was very shallow. He said he had  
41 tried to put the root balls back in place, but in many areas the slate was exposed and this was probably  
42 adding to the problem.

43  
44 Mr. Yeates said that this has been an issue that has come up repeatedly, and will continue to define  
45 budget and zoning issues in the future. We couldn't do extra work on private property – do the  
46 taxpayers want that? Mr. Bressor agreed, and said this was not a problem unique to Williams Hill.  
47  
48  
49

1 There was additional discussion. The Selectboard did not anticipate a solution this evening, but would  
2 consider what options it had for stormwater in this area.

3  
4 Erosion Control Plan for 290 Cemetery Road

5 Dennis Doherty was present with an updated driveway and erosion control plan for his proposed  
6 subdivision on Cemetery Road. Mr. Doherty showed how the first part of his original driveway was  
7 being widened to twenty four feet, with two two-foot shoulders, to comply with the rural road  
8 standards. Mr. Doherty disagreed that the rural road standards applied here, stating that the policy  
9 indicated that it was for homes only and not total lots. The Manager disagreed, but said that the  
10 erosion control plan submitted tonight was in line with the policy. There was some additional back  
11 and forth on this issue, but the Selectboard recalled that it had waived the 60-foot right of way  
12 requirement only.  
13

14 Ms. Kane offered a motion to approve the erosion control plan for the Doherty subdivision and was  
15 seconded by Mr. Bressor. The motion carried 5-0.  
16  
17

18 **3. Other Business**

19  
20 FY2017 Budget

21 The Manager explained the pay grid changes and how this would fit in with recent town policy. There  
22 was significant discussion from the board, and the general pay plan. The two main issues were higher  
23 starting salaries for new employees and how the remaining employees would fit into the new grid, at  
24 salaries similarly higher. The board indicated that they weren't able to understand what the vision  
25 was, and the Manager suggested a special budget meeting to just deal with personnel and salaries, and  
26 the board agreed.  
27

28 The Manager then moved to the police vehicle discussion. The information presented by Connie  
29 Doherty showed how the annual pricing fluctuated from year to year under two scenarios – all five  
30 vehicles under a 3-year lease, and under a partial-purchase partial-lease program. The least expensive  
31 option continued to be the all-lease option, especially when considering repair costs. However, the  
32 board asked several questions about warranties under each option and it was not clear what the  
33 warranties were, or that the same warranties applied under each option. Connie Doherty was directed  
34 to continue that research.  
35

36  
37 Green Lantern Group – Net Metered Solar Contract

38 The Manager reported that the changes had been worked out and found acceptable to the Town  
39 Attorney and Green Lantern Group, and a final contract was ready for approval. Mr. Yeates offered a  
40 motion to approve the contract for a net-metered solar agreement with Green Lantern Group and was  
41 seconded by Mr. Hill, and the motion carried 5-0.  
42

43 At this time, the Selectboard requested some items be moved to the next agenda due to the lateness of  
44 the hour. The CCRPC unified work program discussion, the Hazard Mitigation update and the  
45 Delinquent Tax policy discussions were all deferred to December 21<sup>st</sup>.  
46

47  
48 Approval of Town Manager Contract

49

1 Mr. Sander said that this was an agreement to renew the Town Manager's contract, to extend the  
2 duration and modify the annual cost of living adjustment to match that of what's typically given to  
3 other employees.  
4

5 Ms. Kane offered a motion to approve the contract with the Town Manager, and was seconded by Mr.  
6 Hill and the motion carried 5-0.  
7

8 Reports from Selectboard and Town Manager

9  
10 The Manager noted the Works in Progress and Police Reports. The Manager reported that Greystone  
11 Drive was awarded, and SD Ireland was preparing to mobilize. The weather so far was holding out.  
12

13 Mary Houle said that flooding caused by a faulty stormwater abatement system on Greystone Drive  
14 damaged her property, and it was not installed correctly despite being certified that it is functioning as  
15 planned. She said she had a letter from the town's attorney, Mark Sperry, sent certified mail where  
16 Mr. Sperry threatens to condemn part of her property for stormwater flow unless she provided an  
17 easement for it (said easement was granted to Carl Parker, and later assumed by the Town). She was  
18 denied a VLCT claim against the town's insurance for her damages.  
19

20 Mr. Sander said he would find out more about this system and the claim.  
21

22 Approval of Warrants

23  
24 The warrants were approved.  
25

26 Approval of Minutes

27  
28 Mr. Hill offered a motion to approve the minutes of November 16, 2015 and was seconded by Mr.  
29 Bressor, and the motion carried 5-0.  
30

31 Ms. Kane offered a motion to approve the minutes of November 30, 2015 and was seconded by Mr.  
32 Bressor, and the motion carried 5-0.  
33

34 There was some discussion on the next agenda, related to items above which were rescheduled, and  
35 the budget.  
36

37 **4. Adjourn**

38 Motion by Mr. Bressor to adjourn the meeting at 9:55 p.m. Seconded by Ms. Kane. So voted.

**RICHMOND SELECTBOARD**  
**SPECIAL MEETING**  
**December 29, 2015 MINUTES**

A 8

Members Present: David Sander; Bard Hill; Taylor Yeates

Absent: Ellen Kane; Lincoln Bressor

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

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 **3. Other Business**

#### 22 Chittenden Solid Waste District Drop-off Center Lease

23  
24 The Manager explained that Mr. Wright of CSWD had made the changes to the contract as discussed  
25 last week.

26  
27 Mr. Yeates offered a motion to approve the new contract with Chittenden Solid Waste District drop-  
28 off center lease and was seconded by Mr. Hill, and the motion carried 5-0.

#### 29 **Executive Session**

30  
31 Mr. Yeates offered a motion to enter executive session at 8:05 pm to discuss personnel matters  
32 regarding the Town Clerk. Mr. Hill seconded the motion, which carried 3-0.

33  
34 Mr. Yeates offered a motion to adjourn the executive session and reconvene the regular session at 8:20  
35 pm. Mr. Hill seconded the motion and the motion carried 3-0.

### 36 **4. Adjourn**

37  
38 Motion by Mr. Yeates to adjourn the meeting at 8:20 p.m. Seconded by Mr. Hill. So voted.

39  
40  
41

A-9

MUNICIPAL MANAGER												
Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	Pay Period	Rate	Salary	Prior Year	Other Titles	OT Rate	Other Comp
Williamstown Town	3446	08/01/11	52	FT	Salary	Week	\$ 35.10	\$ 72,999.94	\$ 69,750.00			
Manchester Town	4285	01/08/07	52	FT	Salary	Week	\$ 50.04	\$ 104,085.00				LGV
Fairfax Town	4574	02/20/18	52	FT	Salary	Week	\$ 32.88	\$ 68,399.76	\$ 51,923.25			
Randolph Town	4715	08/29/17	52	FT	Salary	Week	\$ 39.23	\$ 81,600.00	\$ 80,807.08			
Rockingham & Bellows Fa	5092	07/01/18	52	FT	Salary	Week	\$ 40.87	\$ 85,000.00				
St. Albans Town	6348	10/01/12	52	FT	Salary	Week	\$ 44.23	\$ 92,000.00				
St. Johnsbury Town	7375	05/17/15	52	PT	Salary	Week	\$ 45.55	\$ 94,736.88	\$ 83,026.22			

AVERAGE        \$    41.13    \$    85,545.94  
 MEDIAN         \$    40.87    \$    85,000.00

MUNICIPAL CLERKS

Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Castleton Town	4602	3/4/2015	52	FT	Hourly	35.00	Week	\$ 20.97	\$ 40,891.50	\$36,557.66		
Georgia Town	4691	3/7/2017	52	FT	Week	40.00	Week	\$ 22.89	\$ 46,675.00	\$46,481.60		
Jericho Town	5055	3/6/2001	52	FT	Salary	40.00	Week	\$ 26.05	\$ 54,189.98	\$53,466.98		
Manchester Town	4285	7/1/2010	52	FT	Salary	40.00	Week	\$ 23.63	\$ 49,141.00			LGV
Middlebury Town	8542	11/12/2001	52	FT	Hourly	40.00	Week	\$ 33.19	\$ 69,035.20	\$68,565.83		
Norwich Town	3341	7/13/1992	52	FT	Salary	40.00	Week	\$ 31.48	\$ 65,479.72	\$65,100.50		
Rockingham & Bellows Falls	5092	5/26/2014	52	FT	Salary	40.00	Week	\$ 38.19	\$ 41,268.09			
St. Albans Town	6348	3/14/1995	52	FT	Salary	40.00	Week	\$ 34.91	\$ 72,619.00			
Westminster Town	3068	3/1/2015	52	FT		37.50	Week	\$ 22.97	\$ 44,800.00		Assist. Treas.	

AVERAGE \$ 28.25  
 MEDIAN \$ 26.05

FINANCE OFFICER											
Organization	Pop.	Title	Hire Date	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Hyde Park Town	3014	Finance Director	7/23/2018	Hourly	40.00	Week	\$ 19.38	\$ 40,310.40	\$ 16,469.78		
Underhill Town	3053	Finance Officer	3/3/2001	Hourly	10.00	Week	\$ 26.00	\$ 13,520.00	\$ 2,140.08	ACO	\$14.96
Norwich Town	3341	Finance Officer	12/2/2002	Salary	40.00	Week	\$ 34.06	\$ 70,842.96	\$ 69,590.12		
Manchester Town	4285	Finance Director	3/15/2019	Salary	40.00	Week	\$ 36.15	\$ 75,190.00			LGV
Stowe Town	4406	Finance Director	4/27/2015	Salary	40.00	Week	\$ 42.92	\$ 89,276.20	\$ 84,101.68		
Rockingham & Bellows Falls	5092	Finance Director	12/6/2018	Salary	40.00	Week	\$ 23.56	\$ 75,000.00			
Morristown Town	5404	Finance Director	10/24/2005	Hourly	42.00	Week	\$ 27.95	\$ 61,035.81	\$ 58,083.26		
Middlebury Town	8542	Accounting Services Mgr	7/1/2002	Hourly	43.48	Week	\$ 34.68	\$ 78,411.48	\$ 93,227.82		
Barre City	8778	Finance Director	1/2/2019	Salary	21.89	Week	\$ 37.55	\$ 42,741.29			LGV

Average \$ 31.36  
 Median \$ 34.06

\*see Acct & Bookkeeping also



ACCOUNTANT & BOOKKEEPER

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Rate	Salary	Prior Year	Other Titles	Other Comp
Windsor Town	3439	Account Manager	05/17/16	52	PT		29.92	\$ 42.47	\$ 66,083.32	\$ 59,476.48		
Castleton Town	4602	Accountant	07/10/95	52	FT	Salary	40.00	\$ 25.76	\$ 53,580.80	\$ 51,232.42		
Georgia Town	4691	Bookkeeper	04/28/14	52	PT	Week	14.77	\$ 22.09	\$ 16,965.12	\$ 16,554.13		
Randolph Town	4715	Accountant	12/12/16	52	FT	Hourly	40.00	\$ 22.54	\$ 46,883.20	\$ 45,025.09		
Rockingham & Bellows Falls	5092	Bookkeeper I	03/11/02	52	FT	Hourly	43.98	\$ 23.46	\$ 53,653.02			
Rockingham & Bellows Falls	5092	Bookkeeper I	12/18/95	52	FT	Hourly	45.77	\$ 23.01	\$ 54,769.55			
Springfield Town	9086	Accountant	09/05/17	52	FT	Hourly	40.00	\$ 20.19	\$ 41,995.20	\$ 41,995.00		
Springfield Town	9086	Accountant	06/04/07	52	FT	Hourly	40.00	\$ 24.17	\$ 50,273.60	\$ 50,274.00		

AVERAGE \$ 25.46  
 MEDIAN \$ 23.24

PLANNING DIRECTORS

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Georgia Town	4691	Planning Coordinator	08/20/19	52		Week	25.00	Week	\$ 23.00	\$ 29,900.00			
Morristown Town	5404	Planning Director	06/21/10	52	FT	Hourly	40.00	Week	\$ 23.74	\$ 49,379.20	\$ 53,511.79	Health Officer	
Norwich Town	3341	Planning Director	07/09/18	52	FT		40.00	Week	\$ 32.74	\$ 68,092.04	\$ 30,117.58		
Stowe Town	4406	Planning Director	11/04/02	52	FT	Salary	40.00	Week	\$ 31.47	\$ 53,220.44	\$ 84,402.76		
Underhill Town	3053	Planning Coordinator	07/05/16	52	FT	Salary	40.00	Week	\$ 26.98	\$ 56,112.42	\$ 52,110.31		
Westford Town	2019	Planning Coordinator	04/27/05	52	FT	Hourly	40.00	Week	\$ 25.84	\$ 53,747.20	\$ 49,221.36		
Charlotte Town	3818	Planner	04/18/16	52	FT	Hourly	40.00	Week	\$ 23.87	\$ 49,649.60	\$ 49,650.00		OT

AVERAGE \$ 26.80

MEDIAN \$ 25.84

ZONING ADMINISTRATOR

Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	PY Hours	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Charlotte Town	3818	03/19/18	52	FI	Hourly		40.00	Week	\$ 21.75	\$ 45,240.00	\$ 45,240.00		OT
Manchester Town	4285	12/22/14	52	FT	Hourly		40.00	Week	\$ 30.21	\$ 62,832.00			LGV
Fairfax Town	4574	01/05/15	52	FT	Hourly	1800.5	35.00	Week	\$ 22.00	\$ 40,040.00	\$ 35,182.52		
Castleton Town	4602	08/14/18	52	PT (Interim)	Hourly	292.5	12.00	Week	\$ 22.00	\$ 13,728.00	\$ 6,193.00		
Georgia Town	4691	05/13/02	52		Week	1551	29.83	Week	\$ 24.83	\$ 38,511.33	\$ 39,815.34		
Jericho Town	5055	05/25/16	52	PT	Hourly	1347.75	25.00	Week	\$ 22.78	\$ 29,614.00	\$ 29,576.38		
St. Albans Town	6348	06/24/03	52	FT	Salary		40.00	Week	\$ 31.25	\$ 65,000.00			
St. Johnsbury Town	7375	08/02/18	52	PT	Hourly	419.34	20.00	Week	\$ 20.09	\$ 20,893.60	\$ 8,177.19		

AVERAGE \$ 24.36  
 MEDIAN \$ 22.39

ASSISTANT MUNICIPAL CLERK

Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Hyde Park Town	3014	03/18/19	52	PT	Hourly	10.00	Week	\$20.00	\$10,400.00	\$22,572.29		
Westminster Town	3068	03/10/05	52	PT	Hourly	24.00	Week	\$18.72	\$23,365.00			
Windsor Town	3439	11/12/18	52	PT	Salary	30.00	Week	\$19.83	\$30,930.90	\$4,128.02		
Stowe Town	4406	10/01/10	52	PT	Hourly	13.42	Week	\$23.10	\$16,123.80	\$16,123.81		
Stowe Town	4406	03/02/16	52	PT	Hourly	6.50	Week	\$11.50	\$3,887.00	\$68.25		
Castleton Town	4602	12/01/15	52	PT	Hourly	8.00	Week	\$14.08	\$5,857.28	\$6,974.38		
Georgia Town	4691	06/04/19	52	PT	Week	28.00	Week	\$18.00	\$26,208.00			
Jericho Town	5055	02/05/19	52	PT	Hourly	7.00	Week	\$18.96	\$6,901.44			
Morristown Town	5404	07/15/14	52	PT	Hourly	7.50	Week	\$17.50	\$6,825.00	\$127.65		
Middlebury Town	8542	11/28/83	52	PT	Hourly	13.00	Week	\$17.54	\$11,857.04	\$11,121.72		

AVERAGE \$17.92  
 MEDIAN \$18.36

ADMINISTRATIVE SUPPORT

Organization	Pop	Title	Hire Date	Pay Cycles	Job Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Castleton Town	4602	Admin Asst.	06/18/18	52	FT	40.00	Week	\$ 18.23	\$ 37,918.40	\$ 18,609.37		
Jericho Town	5055	Admin Asst.	05/24/06	52	FT	37.50	Week	\$ 26.14	\$ 49,608.00	\$ 49,018.04		
Morristown Town	5404	Admin Clerk	10/31/16	52	FT	40.33	Week	\$ 20.06	\$ 42,068.23	\$ 40,073.12		
Norwich Town	3341	Admin Asst.	09/12/16	52	FT	40.00	Week	\$ 24.65	\$ 51,272.00	\$ 49,610.32		
Springfield Town	9086	Admin Asst.	04/13/03	52	FT	40.00	Week	\$ 27.86	\$ 57,948.80			
St. Albans Town	6348	Admin Asst.	08/05/13	52	FT	40.00	Week	\$ 22.47	\$ 42,577.60	\$ 42,578.00		OT, EVE
Stowe Town	4406	Admin Asst.	07/14/16	52	FT	39.65	Week	\$ 25.44	\$ 52,449.65	\$ 49,118.04		
Windsor Town	3439	Admin Asst.	02/12/18	52	FT	40.00	Week	\$ 26.45	\$ 55,011.06	\$ 42,745.00		

AVERAGE \$ 23.55

MEDIAN \$ 24.65

HIGHWAY FOREMAN

Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Castleton Town	4602	05/23/05	52	FT	Salary	40.00	Week	\$ 29.85	\$ 62,088.52	\$ 61,945.75		
Essex Junction Village*	10132	05/22/06	52	FT	Hourly	40.00	Week	\$ 26.05	\$ 54,184.00	\$ 55,943.73		
Georgia Town	4691	09/24/12	52		Week	55.51		\$ 22.25	\$ 64,224.63	\$ 65,242.65		
Jericho Town	5055	07/08/19	52	FT	Hourly	40.00	Week	\$ 29.00	\$ 60,320.00			
Manchester Town	4285	07/01/91	52	FT	Hourly	40.00	Week	\$ 24.21	\$ 50,356.80			OT, HO, LGV
Morristown Town	5404	10/21/85	52	FT	Hourly	40.00	Week	\$ 41.08	\$ 85,453.84	\$ 85,453.84		
St. Albans Town	6348	04/04/98	52	FT	Hourly	40.00	Week	\$ 24.72	\$ 51,417.60	\$ 51,417.60		OT, OC
St. Johnsbury Town	7375	05/01/95	52	FT	Hourly	40.00	Week	\$ 25.09	\$ 52,187.20	\$ 61,196.50		
Westminster Town	3068	01/15/14	52	FT		40.00	Week	\$ 28.85	\$ 60,000.00			
Williamstown Town	3446	01/01/89	52	FT	Hourly	40.00	Week	\$ 25.50	\$ 53,040.00	\$ 69,297.55		

AVERAGE                   \$ 59,327.26  
 MEDIAN                     \$ 57,092.00

HIGHWAY EQUIPMENT OPERATOR

Organization	A2:L9A2:L10A2:LA	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Hyde Park Town		3014	Equip. Operator (Lead)	04/23/07	52	FT	Hourly	45.00	Week	\$ 22.19	\$ 51,924.60	\$ 49,425.21		
Hyde Park Town		3014	Equip. Operator (Hvy.)	07/11/11	52	FT	Hourly	40.00	Week	\$ 21.39	\$ 44,491.20	\$ 50,795.75		
Norwich Town		3341	Equip. Operator	12/24/01	52	FT	Hourly	40.00	Week	\$ 26.89	\$ 55,931.20	\$ 59,021.20		
Norwich Town		3341	Equip. Operator	03/28/11	52	FT	Hourly	40.00	Week	\$ 22.95	\$ 47,736.00	\$ 52,417.05		
Windsor Town		3439	Equip. Operator (Lt.)	05/03/16	52	FT	Hourly	47.50	Week	\$ 22.07	\$ 54,507.38	\$ 51,708.04		
Stowe Town		4406	Equip. Operator (Hvy.)	09/23/02	52	FT	Hourly	45.06	Week	\$ 26.66	\$ 62,461.98	\$ 63,377.38		
Randolph Town		4715	Equip. Operator	04/30/90	52	FT	Hourly	40.00	Week	\$ 22.71	\$ 47,236.80	\$ 52,267.14		
Randolph Town		4715	Equip. Operator	01/03/05	52	FT	Hourly	40.00	Week	\$ 18.68	\$ 38,854.40	\$ 41,961.30		
Rockingham & Bellows Falls		5092	Equip. Operator (Hvy.)	11/25/85	52	FT	Hourly	41.56	Week	\$ 21.55	\$ 46,569.55			
Rockingham & Bellows Falls		5092	Equip. Operator (Hvy.)	08/18/97	52	FT	Hourly	46.48	Week	\$ 24.38	\$ 58,921.34			
St. Albans Town		6348	Equip. Operator II	07/16/17	52	FT	Hourly	40.00	Week	\$ 21.43	\$ 44,574.40	\$ 44,387.20		
St. Albans Town		6348	Equip. Operator I	01/28/19	52	FT	Hourly	40.00	Week	\$ 20.25	\$ 42,120.00	\$ 42,120.00		OT, LGV, HO
Barre City		8778	Equip. Operator A (Hvy.)	08/23/04	52	FT	Hourly	45.73	Week	\$ 22.92	\$ 54,497.80	\$ 56,616.74		
Barre City		8778	Equip. Operator B (Hvy.)	03/31/08	52	FT	Hourly	44.18	Week	\$ 24.01	\$ 55,154.09	\$ 54,805.64	Work Leader	OT
Essex Junction Village*		10132	Equip. Operator	09/07/17	52	FT	Hourly	40.00	Week	\$ 18.83	\$ 39,166.40	\$ 45,440.06	Technician Water	OT, LGV, HO
									AVERAGE	\$ 22.46				
									MEDIAN	\$ 22.19				



Note: All have CDL Licenses

HIGHWAY/ROAD CREW & LABORER (FULL-TIME)												
Organization	Pop	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Comp
Cambridge Town	3802	Highway Crew	10/17/11	52	FT	Hourly	40.00	Week	\$ 21.86	\$ 45,468.80		OT, HO, LVC
Castleton Town	4602	Highway Crew	03/03/97	52	FT	Hourly	40.00	Week	\$ 18.66	\$ 38,812.80	\$ 43,738.65	
Fairfax Town	4574	Highway Crew	09/07/04	52	FT	Hourly	40.00	Week	\$ 21.60	\$ 44,928.00	\$ 55,388.57	
Fairfax Town	4574	Highway Crew	04/18/18	52	PT	Hourly	40.00	Week	\$ 17.75	\$ 36,920.00	\$ 10,295.00	
Georgia Town	4691	Laborer/Driver (Per Diem)	02/11/19	52	FT	Week	40.00	Week	\$ 19.50	\$ 40,560.00		
Jericho Town	5055	Highway Crew	07/09/01	52	FT	Hourly	40.00	Week	\$ 23.56	\$ 49,004.80	\$ 64,475.49	
Middlebury Town	8542	Highway Crew	03/05/01	52	FT	Hourly	40.00	Week	\$ 31.57	\$ 65,665.60	\$ 74,747.41	
Middlebury Town	8542	Highway Crew	03/17/97	52	FT	Hourly	40.00	Week	\$ 25.44	\$ 52,915.20	\$ 66,343.61	
Rockingham & Bellows Falls	5092	Laborer	05/21/07	52	FT	Hourly	36.54	Week	\$ 19.49	\$ 37,030.03		
Rockingham & Bellows Falls	5092	Laborer/Driver	07/24/78	52	FT	Hourly	44.23	Week	\$ 20.58	\$ 47,334.00		
Underhill Town	3053	Highway Crew	12/01/17	52	FT	Hourly	40.00	Week	\$ 21.02	\$ 43,721.60	\$ 46,868.15	
Westminster Town	3068	Highway Crew		52	FT		40.00	Week	\$ 21.63	\$ 45,000.00		OT, OC, HO, WE, EVE
Williamstown Town	3446	Highway Crew	05/29/01	52	FT	Hourly	40.00	Week	\$ 21.00	\$ 43,680.00	\$ 48,683.33	
Williamstown Town	3446	Highway Crew	07/01/09	52	FT	Hourly	37.50	Week	\$ 20.00	\$ 39,000.00	\$ 17,236.14	

AVERAGE \$19.97

AVERAGE \$ 21.68  
 MEDIAN \$ 21.00



Note: All have CDL Licenses



HIGHWAY/ROAD CREW & LABORERS												
Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Day Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Comp
Castleton Town	4602	Highway Crew	03/15/19	52	PT	Hourly	21.00	Week	\$ 20.00	\$ 21,840.00		
Castleton Town	4602	Assistant TW	03/05/16	52	PT	Hourly	18.75	Week	\$ 17.00	\$ 16,575.00	\$ 1,623.75	
Essex Junction Village*	10132	Highway Crew	05/02/11	52	PT	Hourly	1.00	Week	\$ 14.00		\$ 5,811.75	
Fairfax Town	4574	Highway Crew	12/23/13	52	PT	Hourly	20.00	Week	\$ 19.59	\$ 20,373.60	\$ 8,368.80	
Fairfax Town	4574	Highway Crew	12/23/13	52	PT	Hourly	20.00	Week	\$ 19.59	\$ 20,373.60	\$ 8,368.80	
Georgia Town	4691	Laborer/Driver (Per Diem)	09/27/16	52	Per Diem	Week	4.07		\$ 20.00	\$ 5,985.00	\$ 4,235.00	
Hyde Park Town	3014	Highway Worker	02/09/15	52	PT Temp	Hourly	2.00	Week	\$ 16.00	\$ 1,664.00	\$ 1,077.97	
Middlebury Town	8542	Highway Worker	12/18/17	52	PT Temp	Hourly	5.00	Week	\$ 15.00	\$ 24,082.50	\$ 5,152.50	
Morristown Town	5404	Highway Crew	08/15/16	52	OC	Hourly	20.00	Week	\$ 23.00	\$ 23,920.00	\$ 8,572.50	
Rockingham & Bellows Falls	5092	Highway Crew	12/18/17	52	PT Temp	Hourly	9.13	Week	\$ 15.00	\$ 7,125.00		
Underhill Town	3053	Highway Crew	01/21/13	52	PT	Hourly	5.00	Week	\$ 18.73	\$ 4,869.80	\$ 5,197.60	
Windsor Town	3439	Highway Crew	12/10/17	52	PT		10.00	Week	\$ 17.05	\$ 8,866.00	\$ 2,860.14	

MEDIAN \$19.59

AVERAGE \$ 17.91  
 MEDIAN \$ 17.89

WATER & WASTEWATER MANAGERS & SENIOR STAFF												
Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Comp.
Barre City	8778	Chief Operator	10/10/79	52	FT	Hourly	44.57	Week	\$ 26.69	\$ 61,854.08	\$ 63,621.37	
Bennington Town	15239	Chief Operator/Foreman (Sewer)	06/11/79	52	FT	Salary	40.00	Week	\$ 32.23	\$ 67,038.40	\$ 65,968.00	
Ludlow Village	866	Chief Operator (Water/Sewer, Village)	07/17/95	52	FT	Salary	40.00	Week	\$ 32.19	\$ 66,955.20		
Manchester Town	4285	Director Water & Sewer	02/06/89	52	FT	Hourly	40.00	Week	\$ 29.87	\$ 62,129.60		
Middlebury Town	8542	Director WW	03/25/96	52	FT	Hourly	40.00	Week	\$ 35.03	\$ 72,862.40	\$ 75,993.13	LGV
Readsboro Town	727	Chief Operator (Water/Sewer)	04/09/09	52	FT	Hourly	40.00	Week	\$ 21.25	\$ 44,200.00	\$ 45,609.22	
Rockingham & Bellows Falls	5092	Chief Operator (WW)	11/26/90	52	FT	Hourly	41.98	Week	\$ 29.04	\$ 63,387.06		
Springfield Town	9086	Chief Operator (Water)	08/22/88	52	FT	Hourly	40.00	Week	\$ 31.52	\$ 65,561.60		
Stowe Town	4406	Superintendent (Water)	04/09/12	52	FT	Salary	60.00	Week	\$ 29.38	\$ 91,656.60	\$ 80,783.78	
Wilmington Town	1771	Chief Operator (WW)	09/14/87	52	FT	Salary	40.00	Week	\$ 24.49	\$ 66,219.00	\$ 63,591.14	OT

AVERAGE \$ 66,186.39  
MEDIAN \$ 65,890.30

\*Additional criteria was selected to include Title: WW

**WATER & SEWER/WASTEWATER TECHNICIANS**

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year
Manchester Town	4285	Technician (Water & Sewer)	02/25/19	52	FT	Hourly	40.00	Week	\$ 17.00	\$ 35,360.00	
Middlebury Town	8542	Maintainer 2 (Water)	08/13/01	52	FT	Hourly	40.00	Week	\$ 28.71	\$ 59,716.80	\$ 66,451.56
Middlebury Town	8542	Maintainer 1 (Water)	08/14/13	52	FT	Hourly	40.00	Week	\$ 25.02	\$ 52,041.60	\$ 64,389.50
Milton Town	10761	Technician (Senior)	02/27/17	52	FT	Bi-Weekly	40.00	Week	\$ 24.98	\$ 51,958.40	\$ 68,973.10
Milton Town	10761	Maintenance Technician (Sr.)	05/22/17	52	FT	Bi-Weekly	40.00	Week	\$ 22.85	\$ 47,528.00	\$ 51,481.13
Windsor Town	3439	Maintenance Specialist (Water)	02/07/11	52	FT	Hourly	51.07	Week	\$ 18.98	\$ 50,406.14	\$ 49,999.92
Manchester Town	4285	Technician (Water & Sewer)	02/25/19	52	FT	Hourly	40.00	Week	\$ 17.00	\$ 35,360.00	
Middlebury Town	8542	Lab Technician (WW)	07/25/94	52	FT	Hourly	40.00	Week	\$ 31.92	\$ 66,393.60	\$ 64,470.79
								AVERAGE	\$ 23.31		
								MEDIAN	\$ 23.92		

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LIBRARY DIRECTOR

Organization	Pop.	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year
Charlotte Town	3818	06/07/03	52	FT	Salary	40.00	Week	\$ 27.51	\$ 57,221.00	
Fairfax Town	4574	08/21/18	52	FT	Hourly	40.00	Week	\$ 22.97	\$ 47,777.60	\$ 13,740.10
Georgia Town	4691	08/15/16	52		Bi-Weekly	32.00		\$ 20.40	\$ 33,945.60	\$ 33,584.80
Middlebury Town	8542	01/03/18	52	FT	Hourly	40.00	Week	\$ 32.00	\$ 66,560.00	\$ 63,190.64
Rockingham & Bellows Falls	5092	07/01/08	52	FT	Salary	40.00	Week	\$ 28.43	\$ 59,134.40	
Stowe Town	4406	10/02/12	52	FT	Salary	6.01	Week	\$ 21.50	\$ 60,078.72	\$ 69,142.66

AVERAGE \$ 25.47  
 MEDIAN \$ 25.24

ASSISTANT LIBRARIAN

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year
Cavendish Town	1366	Assistant Librarian	10/27/2010	52	PT	Hourly	10.00	Week	\$15.05	\$7,826.00	\$20,959.35
Essex Town	20901	Assistant Librarian (Youth)	08/28/18	52	PT	Hourly	22.50	Week	\$ 20.44	\$ 23,914.80	\$ 4,112.75
Essex Town	20901	Assistant Librarian (Adult)	07/10/18	52	FT	Hourly	37.50	Week	\$ 20.98	\$ 40,911.00	\$ 19,833.25
Hyde Park Town	3014	Assistant Librarian	07/11/07	52	PT	Hourly	10.00	Week	\$ 14.28	\$ 7,425.60	\$ 5,326.83
Randolph Town	4715	Assistant Librarian	01/07/19	52	PT	Hourly	10.00	Week	\$ 15.30	\$ 7,956.00	
								AVERAGE	\$17.21		
								MEDIAN	\$15.30		

\*Note: Criteria expanded

LIBRARY SUPPORT STAFF

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles
Castleton Town	4602	Library Staff	07/16/13	52	PT (Sub)	Hourly	2.00	Week	\$ 11.25	\$ 1,170.00	\$ 209.00	
Essex Junction Village	10132	Library Shelver	01/31/14	52	PT	Hourly	25.00	Week	\$ 12.26	\$ 15,938.00	\$ 22,886.06	
Fairfax Town	4574	Library Staff	01/26/15	52	PT	Hourly	12.00	Week	\$ 15.90	\$ 9,921.60	\$ 9,375.59	
Fairfax Town	4574	Library Staff	06/14/16	52	PT	Hourly	20.00	Week	\$ 10.78	\$ 11,211.20	\$ 2,562.03	
Hyde Park Town	3014	Library Staff	09/25/13	52	PT	Hourly	10.00	Week	\$ 12.75	\$ 6,630.00	\$ 6,905.21	
Jericho Town	5055	Library Staff	07/01/19	52	FT	Hourly		Week	\$ 14.00	\$ 749.00		
Jericho Town	5055	Library Staff		52	PT	Hourly	0.54	Week	\$ 10.00	\$ 280.00	\$ 280.00	
Jericho Town	5055	Library Staff	08/30/16	52	PT (Sub)	Hourly		Week	\$ 12.00			
Middlebury Town	8542	Library Staff	10/10/16	52	PT	Hourly	5.00	Week	\$ 14.00		\$ 7,434.05	
Middlebury Town	8542	Library Staff	09/11/17	52	PT	Hourly	2.50	Week	\$ 10.50	\$ 1,365.00	\$ 1,081.56	
Rockingham & Bellows Falls	5092	Library Staff	12/21/07	52	PT	Hourly	25.74	Week	\$ 17.23	\$ 23,062.36		
Rockingham & Bellows Falls	5092	Library Staff	11/12/02	52	PT	Hourly	7.04	Week	\$ 15.33	\$ 5,611.55		
Rockingham & Bellows Falls	5092	Library Staff	02/01/06	1	PT	Hourly	7.00	Year	\$ 12.52	\$ 87.64		
Stowe Town	4406	Library Staff	10/13/15	52	PT	Hourly	1.00	Week	\$ 23.59	\$ 1,226.68		
Westford Town	2019	Library Staff	09/05/18	52	PT (Sub)	Hourly	10.00	Week	\$ 11.75	\$ 1,180.88	\$ 575.75	

AVERAGE \$ 13.59  
 MEDIAN \$ 12.52

FIRE CHIEF

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Comp
Hyde Park Town	3014	Fire Chief	1/14/1998	4	PT	Hourly	41.54	Quarter	\$13.52	\$2,246.35	\$2,203.15	
Randolph Town	4715	Fire Chief (Village)	3/13/1991	4	PT	Hourly	10.00	Quarter	\$15.37	\$614.80	\$3,320.17	
Randolph Town	4715	Fire Chief	12/3/2000	1	PT	Hourly	20.00	Year	\$15.79	\$315.80	\$1,722.78	
Morristown Town	5404	Fire Chief	1/1/2002	52	PT	Hourly	20.00	Week	\$15.00	\$15,600.00	\$15,600.00	
Middlebury Town	8542	Fire Chief	1/1/1992	12	PT	Hourly	1.00	Month	\$11.00	\$132.00	\$1,092.00	
Essex Junction Village	10132	Fire Chief VEJ	1/1/1982	12	PT	Hourly	23.00	Week	\$22.50	\$18,225.00	\$24,170.00	

AVERAGE \$15.53  
 MEDIAN \$15.19




FIREFIGHTER (PART-TIME)

Organization	Pop.	Title	Hire Date	Pay Cycles	Job Type	Pay Type	Hours	Pay Period	Rate	Salary	Prior Year	Other Titles	Other Comp
Stowe Town	4406	Firefighter	11/18/2018	52	PT	Hourly	10.00	Week	\$11.50	\$5,980.00			
Fairfax Town	4574	Firefighter	1/1/2015	52	PT	Hourly	4.00	Week	\$12.00	\$2,496.00	\$2,435.50		
Fairfax Town	4574	Firefighter	11/24/2014	1	PT	Hourly	40.00	Year	\$10.50	\$1,563.75	\$1,563.75		
Georgia Town	4691	Firefighter	1/1/1975	52		Bi-Weekly	4.58		\$11.00	\$2,618.00	\$2,581.63		
Randolph Town	4715	Firefighter	3/13/1991	4	PT	Hourly	10.00	Quarter	\$10.78	\$431.20	\$105.00	FD Secretary	
Rockingham & Bellows Falls	5092	Firefighter	2/6/1979	52	OC	Hourly	0.19	Week	\$13.50	\$135.00			
Rockingham & Bellows Falls	5092	Firefighter	12/1/2008	52	OC	Hourly	0.19	Week	\$10.50	\$105.00			
Morristown Town	5404	Firefighter	5/1/2006	12	PT (Volunteer)	Hourly	16.88	Month	\$12.00	\$4,545.00	\$4,545.00		

AVERAGE \$11.47  
 MEDIAN \$11.25






MUNICIPAL INSURANCE BENEFITS OFFERED

Organization	Pop.	Health	Dental	Vision	Life	Long-Term Disability	Short-Term Disability	Retiree Health
Underhill Town	3053	Yes	Yes	Yes			Yes	
Westminster Town	3068	Yes	Yes					
Norwich Town	3341	Yes	Yes	Yes			Yes	
Windsor Town	3439	Yes	Yes				Yes	
Williamstown Town	3446	Yes	Yes	Yes				
Pownal Town	3452	Yes			Yes	Yes		
Johnson Town	3564	Yes	Yes	Yes				
Cambridge Town	3802	Yes						
Charlotte Town	3818	Yes	Yes	Yes				
Bristol Town	3901	Yes					Yes	
Manchester Town	4285	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Newport City	4372	Yes					Yes	
Stowe Town	4406	Yes	Yes				Yes	
Derby Town	4409						Yes	
Fairfax Town	4574	Yes					Yes	
Castleton Town	4602	Yes	Yes	Yes	Yes		Yes	
Georgia Town	4691	Yes	Yes	Yes				
Randolph Town	4715	Yes	Yes	Yes	Yes		Yes	
Jericho Town	5055	Yes	Yes				Yes	
Rockingham/Bellows Falls	5092	Yes	Yes	Yes			Yes	
Waterbury Town	5117	Yes			Yes	Yes		
Morristown Town	5404	Yes	Yes	Yes	Yes		Yes	
St. Albans Town	6348	Yes	Yes		Yes		Yes	
St. Albans City	6847	Yes	Yes	Yes			Yes	
St. Johnsbury Town	7375	Yes	Yes		Yes		Yes	
Shelburne Town	7677	Yes	Yes		Yes	Yes		
Barre Town	7787	Yes	Yes	Yes	Yes		Yes	
Middlebury Town	8542	Yes	Yes	Yes				Yes
Barre City	8778	Yes	Yes					

Organization	Pop.	STAFF		HEALTH INSURANCE OPT OUTS					
		FT	PT	Enrollees	Opt Outs #	Individual	Two Adults	Adult & Dependents	Family
Underhill Town	3053	8	6	5	3	\$3,296.45	\$6,592.90	\$9,263.04	\$9,263.04
Westminster Town	3068	10	5	10					
Norwich Town	3341	22	43	20	2				
Windsor Town	3439	38	30	34	4	1%	1%		2%
Williamstown Town	3446	10	89	7	3	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Pownal Town	3452	10	4	11	0	N/A			
Shaftsbury Town	3487	8	14						
Johnson Town	3564	10	3	10	0				
Cambridge Town	3802	7	5	7	1	50%			
Charlotte Town	3818	10	21	10	0				
Bristol Town	3901	14	58	14		\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Rutland Town	4043	10							
Manchester Town	4285	33	18	31	1	\$2,000.00	\$4,000.00	\$8,000.00	\$8,000.00
Newport City	4372	43	36	32	8	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Stowe Town	4406	63	51	53	9	9%			
Derby Town	4409	9	18						
Fairfax Town	4574	11	84	8	3	1%	1%		1%
Castleton Town	4602	17	106	17	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Georgia Town	4691	86	7	8	2	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Randolph Town	4715	25	12	27	0	\$1,200.00	\$2,000.00		\$3,000.00
Jericho Town	5055	8	37	8	1				
Rockingham/Bellows Falls	5092	58	32	19	39				
Waterbury Town	5117	19	104						
Morristown Town	5404	37	106	25	12	\$390.00	\$390.00	\$390.00	\$390.00
St. Albans Town	6348	16	10	11	4	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
St. Albans City	6847	75	75	50	22	10%			12%
St. Johnsbury Town	7375	48	15	41	7	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Shelburne Town	7677	54	26	48	1	\$3,282.76	\$6,558.76	\$6,356.48	\$8,859.76
Barre Town	7787	44	108	6	4	N/A	3%		1%
Middlebury Town	8542	56	142	49	7	\$100.00	\$100.00	\$100.00	\$100.00
Barre City	8778	95	1	76	16	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00

HEALTH PROVIDERS & PLANS							
Organization	Pop.	Enrollees	Provider	Platinum	Gold	Silver	Bronze
Underhill Town	3053	5	BCBSVT	Standard			
Westminster Town	3068	10	MVP	HMO			
Norwich Town	3341	20	BCBSVT	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard
Windsor Town	3439	34	BCBSVT		Standard	Standard	Standard
Williamstown Town	3446	7	BCBSVT	Standard			
Pownal Town	3452	11	MVP	HDHP Plus			
Johnson Town	3564	10	MVP, BCBSVT	HMO	Standard, HDHP, HMO	HDHP	HDHP
Cambridge Town	3802	7	BCBSVT	Standard			
Charlotte Town	3818	10	BCBSVT	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard
Bristol Town	3901	14	BCBSVT		BR CDHP		
Manchester Town	4285	31	BCBSVT	Standard	Standard		
Newport City	4372	32	MVP		HDHP		
Stowe Town	4406	53	BCBSVT, Gr&father plan BCBS				
Fairfax Town	4574	8	BCBSVT	Standard			
Castleton Town	4602	17	BCBSVT	Standard			
Georgia Town	4691	8	BCBSVT	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard
Randolph Town	4715	27	BCBSVT	Standard			
Jericho Town	5055	8	BCBSVT	Standard			
Rockingham/Bellows Falls	5092	19	BCBSVT	BR	BR	BR	
Waterbury Town	5117		BCBSVT	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard	BR, BR CDHP, CDHP, Standard
Morristown Town	5404	25	BCBSVT				Standard
St. Albans Town	6348	11	BCBSVT	Standard	Standard	Standard	Standard
St. Albans City	6847	50	MVP				HDHP
St. Johnsbury Town	7375	41	BCBSVT		BR CDHP		
Shelburne Town	7677	48	BCBSVT	Standard	BR CDHP	Standard	Standard
Barre Town	7787	6	BCBSVT	Standard	CDHP		
Middlebury Town	8542	49	BCBSVT		CDHP		
Barre City	8778	76	BCBSVT	Standard	BR CDHP		

BR=Blue Rewards

HEALTH PLAN EMPLOYER CONTRIBUTIONS

Organization	Pop.	Individual Plan	Two Adults	Individual & Dependents	Family	Contribution Notes
Underhill Town	3053	100%	100%	100%	100%	
Westminster Town	3068	100%	80%	80%		
Norwich Town	3341	NP				Varies
Hartland Town	3422	80%	80%	80%	80%	
Windsor Town	3439	10%	10%	10%	10%	
Williamstown Town	3446	100%				
Johnson Town	3564	100%			94%	
Cambridge Town	3802	10%	10%	10%	10%	
Bristol Town	3901	86%	86%	86%	86%	
Manchester Town	4285	95%	95%	95%	95%	
Newport City	4372	100%				
Stowe Town	4406	95%	95%	95%	95%	
Derby Town	4409	NP				Varies
Fairfax Town	4574	100%	100%	100%	100%	
Castleton Town	4602					
Georgia Town	4691	100%	100%	100%	100%	
Randolph Town	4715	85%	85%	85%	85%	
Jericho Town	5055	100%				
Rockingham/Bellows Falls	5092	80%	80%	80%	80%	
Morristown Town	5404	90%	90%	90%	90%	
St. Albans Town	6348	85%	85%	85%	85%	
St. Albans City	6847	100%	100%	100%	100%	
St. Johnsbury Town	7375	85%	85%	85%	85%	
Shelburne Town	7677	90%	90%	90%	90%	
Middlebury Town	8542	90%	84%	84%	84%	
Barre City	8778	100%			100%	

**HEALTH & DEPENDENT CARE TAX FREE SAVINGS**

Organization	Pop.	Plans Offered	HSA	HRA	FSA	FSA (DC)
Hyde Park Town	3014	HSA	\$2,413			
Underhill Town	3053	HRA		\$100		
Norwich Town	3341	HSA, HRA				
Williamstown Town	3446	HRA				
Cambridge Town	3802	HSA/HRA	\$1,200	\$5,200		
Charlotte Town	3818	HRA				
Bristol Town	3901	HSA				
Manchester Town	4285	FSA (H), FSA (DC)				
Newport City	4372	HRA		\$1,850		
Stowe Town	4406	FSA (H), FSA (DC)				
Fairfax Town	4574	HRA	Varies	Deductible		
Castleton Town	4602	HRA				
Georgia Town	4691	HRA		\$5,000		
Randolph Town	4715	HSA				
Jericho Town	5055	HRA, FSA (H)				
Waterbury Town	5117	HSA, HRA				
Morristown Town	5404	HRA		\$3950/\$8900		
St. Albans City	6847	HSA, HRA		Deductible		
St. Johnsbury Town	7375	HRA, FSA (H), FSA (DC)		\$2500/\$5000		
Shelburne Town	7677	HRA, FSA (H), FSA (DC)		50%		
Barre Town	7787	HSA, HRA, FSA (H), FSA (DC)				
Middlebury Town	8542	HRA, FSA (H), FSA (DC)		\$4,450		
Barre City	8778	HSA				

LEGEND
Health Savings Account (HSA)
Health Reimbursement (HRA)
Flexible Spending (FSA)
Dependent Care (DC)

RETIREMENT OPTIONS				
Organization	Pop.	Retirement Options	VMERS DB Groups	Employer Contribution % Non-VMERS
Underhill Town	3053	VMERS DB	C	
Westminster Town	3068	VMERS DC	B	
Norwich Town	3341	VMERS DB & DC		
Windsor Town	3439	VMERS DB, Town's DB Plan	C	9.00%
Williamstown Town	3446	VMERS DB & DC	B	
Pownal Town	3452	VMERS DB	A	
Johnson Town	3564	VMERS DB	C	
Charlotte Town	3818	VMERS DB	B	
Bristol Town	3901	VMERS DB	C	
Manchester Town	4285	NP		6.00%
Newport City	4372	VMERS DB	A, B, C, D	
Stowe Town	4406	VMERS DB	B, D	
Derby Town	4409	VMERS DB	B	
Fairfax Town	4574	VMERS DB	B	
Castleton Town	4602	VMERS DB	B, C	
Georgia Town	4691	VMERS DB	C	
Randolph Town	4715	VMERS DB	B	
Jericho Town	5055	VMERS DB	B	
Rockingham/Bellows Falls	5092	VMERS DB	B	
Waterbury Town	5117	VMERS DB & DC	B	
Morristown Town	5404	VMERS DB	B, C, D	
St. Albans Town	6348	VMERS DB & DC	B, C	
St. Albans City	6847	VMERS DB	B, C	
St. Johnsbury Town	7375	VMERS DC, St. Johnsbury 401A	B, C	
Shelburne Town	7677	VMERS DB & DC, ICMA RC DC	B, C	
Barre Town	7787	VMERS DB	B, C	
Middlebury Town	8542	VMERS DB & DC	B, C	
Barre City	8778	VMERS DB	B, C	

PAID SICK LEAVE										
Organization	Pop.	1 Year	5 Year	10 Year	15 Year	20+ Years	Other Accrual	Annual Carryover	Capped (Hrs)	Accrual Starts (Days)
Underhill Town	3053							Yes	40	1
Westminster Town	3068	96	96	96	96	96		Yes		1
Norwich Town	3341	96	96	96	96	96		Yes	288	30
Windsor Town	3439	96	96	96	96	96		Yes	600	30
Williamstown Town	3446	72	72	72	72	72		Yes	720	1
Pownal Town	3452							Yes	N/A	90
Johnson Town	3564							Yes		
Cambridge Town	3802	40	40	40	40	40		Yes	240	180
Charlotte Town	3818							Yes	No	1
Bristol Town	3901	56	56	56	56	56		Yes	120	1
Manchester Town	4285	48	48	48	48	48		Yes	320	1
Newport City	4372							Yes	240	0
Stowe Town	4406	53	53	53	53	53		Yes	480	30
Derby Town	4409	40	40	40	40	40		Yes	160	
Fairfax Town	4574							Yes	120	5
Castleton Town	4602	96	96	96	96	96		Yes		30
Georgia Town	4691	40	40	40	40	40	45 Highway	Yes	480	1
Randolph Town	4715	480	480	720	720	720		Yes		
Rockingham/Bellows Falls	5092	96	96	96	96	96		Yes	720	1
Waterbury Town	5117							Yes		30
Morristown Town	5404	96	120	120	120	120		Yes	380	1
St. Albans Town	6348	96	96	96	96	96		Yes	192	1
St. Albans City	6847	96	96	120	120	168		Yes	240	1
St. Johnsbury Town	7375							Yes	No Payout	Per Personnel Policy
Shelburne Town	7677	64	96	96	96	96		Yes	720	30
Barre Town	7787	90	90	90	90	90	96 for 8 hour days	Yes	360	30
Middlebury Town	8542	96	96	96	196	96		Yes	120	1
Barre City	8778	96	96	96	96	96		Yes	1200	60

PAID VACATION LEAVE										
Organization	Pop.	1 Year	5 Years	10 Years	15 Years	20+ Years	Other Accrual	Carryover	Capped (Hrs)	Accrual Starts (Days)
Underhill Town	3053	160	120	128	160	200		Yes	80	1
Westminster Town	3068	40	80	120	160	200		Yes		1
Norwich Town	3341	80	80	120	160	200		Yes	2x Accrual Rate	180
Windsor Town	3439	80	80	120	160	160		Yes	200	30
Williamstown Town	3446	80	120	120	160	160		Yes	40	1
Pownal Town	3452		80	200	200	80		Yes	N/A	365
Cambridge Town	3802	80	120	120	120	120		No		180
Charlotte Town	3818	80	120	160	160	160		Yes	40	1
Bristol Town	3901	80	120	160	200	220		Yes	80	1
Manchester Town	4285	80	120	144	200	200		Yes	240	1
Newport City	4372							Yes		1
Derby Town	4409	40	40	40	40	40		Yes	40	
Fairfax Town	4574							No		
Castleton Town	4602	80	80	80	80	80		Yes	240	365
Georgia Town	4691	40	40	120	120	160		Yes	40	180
Randolph Town	4715	80	120	160	200	200		Yes	40	1
Jericho Town	5055	56	144	200	200	200		Yes		
Rockingham/Bellows Falls	5092	96	136	176	176	176		Yes	352	1
Waterbury Town	5117							Yes		1
Morristown Town	5404	80	120	160	160	200	Police	Yes	240	1
St. Albans Town	6348	56	80	112	112	112		Yes	160	1
St. Albans City	6847	48	80	120	168	208		Yes	240	1
St. Johnsbury Town	7375	120	160	240	24	240		Yes	Longevity Dependent	See Personnel Policy
Shelburne Town	7677	64	80	120	120	120		Yes	240	30
Barre Town	7787	75	75	112.5	150	187.5	37.5 Hour Week 25+: 187.5	Yes		
Middlebury Town	8542	80	120	144	168	200		Yes	2 Years of Accrual	1
Barre City	8778	80	112	144	184	200		Yes	365	



COMBINED TIME OFF (CTO) OR PAID TIME OFF (PTO) LEAVE

Organization	Pop.	1 Year	5 Years	10 Years	15 Years	20+ Years	Other Accrual	Carryover (Hrs)	Capped (Hrs)	Accrual Starts (Days)
Johnson Town	3564	3.38	4.92					Yes		
Newport City	4372							Yes		1
Stowe Town	4406	80	13.3	16.67	20	20		Yes	800	30
Morristown Town	5404	192	232	272	272	312		Yes	240	1

PAID PERSONAL LEAVE											
Organization	Pop.	1 Year	5 Years	10 Years	15 Years	20+ Years	Other Accrual	Annual Carryover	Capped (Hrs)	Accrual Starts (Days)	Paid Holidays (No.)
Underhill Town	3053	40	40	40	40	40		Yes	160	1	11
Westminster Town	3068	16	16	16	16	16		No	N/A	30	12
Norwich Town	3341	16	16	16	16	16		No			11
Windsor Town	3439	24	24	24	24	24		No		180	12
Williamstown Town	3446	21	21	21	21	21		No	0	1	9
Pownal Town	3452										11
Johnson Town	3564										9
Cambridge Town	3802	16	16	16	16	16		No		180	10
Charlotte Town	3818	16	16	16	16	16		No		1	12
Bristol Town	3901	8	8	8	8	8		Yes	N/A	1	9
Manchester Town	4285										11
Newport City	4372										12
Stowe Town	4406										12
Derby Town	4409										9
Fairfax Town	4574										14
Castleton Town	4602	28	28	28	28	28		Yes		365	9
Georgia Town	4691									1	12
Randolph Town	4715	14	14	14	14	14		No			13
Jericho Town	5055	88	88	88	88	88		No	88		12
Rockingham/Bellows Falls	5092							No		1	10
Waterbury Town	5117										10
Morristown Town	5404							No		1	11
St. Albans Town	6348	8	8	8	8	8		No		1	11
St. Albans City	6847	22.5	22.5	22.5	22.5	22.5		No			12
St. Johnsbury Town	7375							No		See Personnel Policy	12
Shelburne Town	7677	24	24	24	24	24		Yes	24	30	12
Barre Town	7787	16	16	16	16	16		No	15	1	13
Middlebury Town	8542	16	16	16	16	16		No	16	1	10
Barre City	8778	8	8	8	8	8		No			12



9		1.015	19.65	20.05	20.45	20.86	21.27	21.70	22.14	22.57	23.03	23.49	23.95	24.44	24.93	25.43	25.93	26.45	26.98	27.52	28.07	28.63
	Assist Lib Director/Children's Librarian																					
	Assistant Foreman Hwy																					
10		1.015	21.03	21.45	21.88	22.32	22.77	23.22	23.68	24.16	24.64	25.13	25.64	26.15	26.67	27.20	27.75	28.31	28.87	29.45	30.03	30.63
	Financial Assistant																					
	Note: * job description change																					
11		1.015	22.09	22.52	22.97	23.44	23.90	24.38	24.87	25.36	25.87	26.39	26.92	27.46	28.00	28.56	29.14	29.72	30.32	30.92	31.54	32.17
	Zoning Administrative Officer																					
	Lead Process Operator - W&S																					
	Lead Mechanical Operator																					
	Patrol II																					
	Assistant to the Town Manager																					
12		1.015	23.18	23.65	24.13	24.60	25.10	25.60	26.12	26.63	27.16	27.71	28.27	28.83	29.40	29.99	30.59	31.20	31.83	32.47	33.12	33.78
	Town Planner																					
	Town Clerk																					
	Finance Director																					
	Senior Patrol Officer																					
	Note: (+ not always in PD) (* recent promotion)																					
13		1.015	24.35	24.84	25.32	25.83	26.35	26.88	27.42	27.96	28.52	29.09	29.68	30.27	30.88	31.50	32.12	32.76	33.42	34.09	34.77	35.46
14		1.015	25.56	26.08	26.59	27.13	27.67	28.23	28.79	29.36	29.95	30.55	31.16	31.78	32.42	33.07	33.73	34.41	35.09	35.79	36.51	37.24
	Sergeant																					
15		1.015	26.84	27.37	27.92	28.48	29.05	29.64	30.23	30.84	31.44	32.07	32.71	33.37	34.04	34.72	35.41	36.12	36.84	37.59	38.34	39.10
	Library Director																					
16		1.015	28.19	28.7448	29.32335	29.91205	30.50075	31.1199	31.73905	32.36835	33.01795	33.6777	34.35775	35.0378	35.73815	36.4588	37.1896	37.93055	38.6918	39.4632	40.2549	41.05675
17		1.015	29.59	30.19	30.78	31.40	32.03	32.67	33.32	33.99	34.67	35.36	36.07	36.79	37.52	38.28	39.05	39.83	40.62	41.43	42.26	43.11
	Superintendent W&S																					
	Highway Foreman																					
18		1.015	31.07	31.69	32.33	32.98	33.64	34.31	34.99	35.69	36.41	37.13	37.88	38.63	39.40	40.19	41.00	41.82	42.65	43.50	44.38	45.27
19		1.015	32.62	33.28	33.94	34.62	35.31	36.02	36.74	37.47	38.22	38.99	39.77	40.57	41.37	42.20	43.05	43.91	44.78	45.69	46.60	47.53



A-11

**RICHMOND SELECTBOARD  
REGULAR MEETING  
February 5, 2018 MINUTES**

Members Present: Bard Hill; Stephen Ackerman; Jon Kart; Steve May; David Sander;  
Stephen Ackerman

Absent: None

Others Present: Geoffrey Urbanik, Town Manager; Mary Houle; Ian Bender; Peter Gosselin, Highway Foreman; Angelike Contis, MMCTV; Michael Monte, Champlain Housing Trust; Guy Roberts, Conservation; Judy Rosovsky, Conservation; Bob Heiser, Vermont Land Trust; Harold Irish; Russ Clark, Clark's Truck Center; and Ruth Miller was present to videotape the meeting for MMCTV Channel 15.

Bard Hill called the meeting to order at 7:00 PM.

**1. Welcome and Public Comment**

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

**2. Items for Discussion with Those Present**

Mount Mansfield Community Television – Government Channel

Angelike Contis of MMCTV announced that in mid-March their second and third channels would debut, with one being devoted to broadcasting governmental meetings, with about 1/3 of the time devoted to Richmond. The station upgraded their broadcast server at a cost of over \$40,000 to be able to do this. She also suggested that we consider some changes to the room setup to make it more television friendly. The Selectboard thanked Ms. Contis for her presentation and looked forward to the new channel.

Champlain Housing Trust

Michael Monte of the Champlain Housing Trust was present to request a mortgage subordination for their new TD Bank loan which would be used to make repairs and improvements to the Borden Street housing. There was also a change in corporate structure, allowing Housing Vermont to withdraw as the project general partner. Mr. Monte said this was typical following a 15-year involvement. For background, Richmond had partnered with Champlain Housing Trust about 20 years ago to construct the Borden Street apartments, called the Richmond Village Housing Limited Partnership. The town obtained from the State of Vermont a \$300,000 federal loan for the project. The project was to repay the loan, but obtained a deferral of repayment in 2014 and no additional interest. The outstanding principal and interest would still be due the Town of Richmond in 2029 – to be used as the seed money for a revolving loan fund for HUD eligible projects.

There was some question and answer regarding the partnership and the repairs. Mr. Ackerman offered a motion to approve the consent of assignment to allow Housing Vermont to withdraw, and appointing Champlain Housing Ventures to take their place. Mr. Kart seconded the motion and the motion carried 5-0.

1 Mr. May asked a few questions about the consent to refinance, and subordinate the town's lien. There  
2 was some additional discussion about the mechanics of the refinance. Mr. Kart offered a motion to  
3 approve the consent to refinance and was seconded by Mr. Ackerman. The motion carried 5-0.  
4

5  
6 Telephone Service Comparison  
7

8 The Manager explained that due to some confusion over taxes and fees, the comparison was not yet  
9 ready and should be rescheduled to the next meeting.  
10

11 Highway Truck Advance Purchase  
12

13 Highway Foreman Peter Gosselin was present to explain his plan to replace a highway truck in the  
14 next fiscal year. Mr. Gosselin explained that Clark's Trucking held a State contract for the type of  
15 truck chassis that they were replacing, and they planned to utilize Viking Cives for the plow and body  
16 - which also held a state contract. Clark's had a chassis available now, and expected the plow and  
17 body to be ready in four months. Mr. Gosselin explained that he would like to contract for this now, in  
18 advance of the start of the fiscal year, and take delivery in July when the town was able to pay through  
19 the budget.  
20

21 Mr. May asked if there was a compelling interest to act now. Mr. Gosselin explained that with the  
22 vehicle being built now, the delivery would be sooner and cause no delays in work in the next year.  
23

24 Russ Clark explained that if the town agreed to reserve the truck now, but the truck was not funded at  
25 Town Meeting, the contract would be canceled at no cost to the town. The Manager requested that  
26 this be added to the contract.  
27

28 There was discussion of timing, warranties, and other items. Ultimately, the board agreed to proceed.  
29 Mr. Sander offered a motion to approve the pre-order of an International tandem dump truck from  
30 Clarks, with plow and body from Viking Cives, in an amount not to exceed \$157,213. Mr. May  
31 seconded the motion, and the motion carried 5-0.  
32

33 Andrews Forest - Draft Interim Management Plan  
34

35 Guy Roberts was present to explain the draft management plan. Mr. Roberts was a Conservation  
36 Commission member who was the lead on the interim management plan committee for the Andrews  
37 Forest. He presented the plan, and reviewed the sections with the Selectboard. He paid particular  
38 attention to the list of prohibited activities under the Interim plan, which most would likely be lifted  
39 following the adoption of the permanent plan. It was explained that having such a plan was a  
40 requirement of the US Forest Service "Town Forest" grant, and the plan also had to be in line with the  
41 VLT conservation easement over the property.  
42

43 The Selectboard agreed that the draft plan was in accordance with what they would like to see, and  
44 encouraged the steering committee to keep up the good work.  
45

46 The Manager asked Bob Heiser of Vermont Lan Trust to explain an easement issue with Vermont  
47 Electric Coop. Mr. Heiser explained that VELCO held a right of passage across the property to access  
48 their lines, which run through the center of the property. The easement was in an indefinite location,  
49 but recently VELCO requested to use the old forest road that utilizes the current entrance to the  
50 property. He and others, including the Town Manager were to meet with VELCO later in February to



1 look at the issue, however, they may have the right to enter here. The road they would require would  
2 be substantial and somewhat disruptive in the short term. The Selectboard thanked Mr. Heiser for the  
3 information and would consider the issue at a later time.  
4

### 5 3. Other Business

#### 6 Personnel Policies Discussion

7  
8  
9 The Manager explained that the wage scale and pay range policies were ready for adoption. He  
10 explained that these had been reviewed earlier and except for the Police policies, they were ready for  
11 the board to consider for adoption.  
12

13 Some of the policies were reviewed. It was pointed out that one edit to the Library policy was  
14 required. Mr. Sander offered a motion to approve and adopt the salary wage scale/grid and the pay  
15 scale and promotion policies for the Administration/Finance/Clerk; Highway; Library; Planning and  
16 Water Resources. Mr. May seconded the motion, and the motion carried 5-0.  
17

#### 18 Reports from Selectboard and Town Manager

- 19
- 20 1) The Manager noted the police report.
- 21 2) Works in Progress & Calendar – the Manager noted that this was being developed and  
22 improved. Mr. Hill requested a more in depth discussion at the next meeting.
- 23 3) Cote Tax Appeal: The Manager explained that two years ago, Phil Cote appealed the valuation  
24 of some property he owned on Christmas Hill. He first appealed his revised assessment from  
25 the Assessors, and then the BCA raised his value. This was appealed to the State Property  
26 Valuation, who have lowered his valuation by \$45,000 – in effect, a win for Mr. Cote. I am not  
27 terribly concerned as most of the property is in Current Use and the amount of local revenue  
28 lost is minimal. We will however have to eat the \$2,000 due the schools for the prior two tax  
29 years. I see no significant impact to our current year revenue outlook because of this decision.  
30

31 The Manager also noted that Cara LaBounty had handed him a note from her sister, Angela  
32 Cote. The Manager read the note aloud where Ms. Cote criticized the assessors for their  
33 mistakes in the valuation and objected to the Selectboard's lack of involvement in the case.  
34 Cara LaBounty echoed these sentiments and requested that NEMRC personnel – Ed Clodfelter  
35 and Lisa Truchon, come to a meeting and explain what happened. She also requested a  
36 different assessor for the town. She requested that NEMRC also publish the full property card  
37 for each parcel as it would be more convenient for the public.  
38

39 Mary Houle also said that this detailed property record card is important.

40  
41 Mr. Hill agreed that the assessor should come in to talk about this appeal.  
42

- 43 4) Municipal Roads General Permit (MRGP) & Storm Water Master Plan (SWMP): The  
44 Manager had been reporting the MRGP has been approved by the State and we have less than  
45 two years to apply and obtain the local permit. Fortunately for us, the Regional Planning  
46 Commission is working to get all their towns permitted and in compliance – this is an ongoing  
47 project that is on schedule. The SWMP was presented at a meeting on January 31<sup>st</sup>, and  
48 includes a number of identifiable projects that will improve storm water management and  
49 treatment in town. While the plan is not final and we still need to identify the six most viable  
50 project options, it is important to continue the conversation at our meetings.



- 1 5) SSTA Rate Increases: The Special Services Transportation Agency is a federal grant managed  
2 by Green Mountain Transit, and offers subsidized rides for Elderly and Disabled residents. The  
3 grant has been modified, and rates are going up according to the enclosed sheet. The Manager  
4 suggested we consider modifying our policies to allow medical trips only, and end the social  
5 and work trips. In the future, he saw our grant share being reduced since there are other major  
6 players with higher unmet need than Richmond, and limiting trips is the best way for us to  
7 manage the program unless we wish to pay a higher percentage of the ride cost through higher  
8 budget allocations.
- 9 6) Town Plan: The Planning Commission continues to work on revisions and is planning on  
10 having a public-ready final by May. This puts the town on schedule for a November adoption.  
11 PLEASE NOTE: While we have no active Town Plan, zoning amendments are not possible,  
12 nor is having a Capital Plan. The reason we haven't adopted one is because there is no legal  
13 authority for an official Capital Plan without a Town Plan. We are however, keeping it up to  
14 date with current decisions.
- 15 7) Winter Road Budget: We are about 1/2 through our winter road maintenance budget, with two  
16 tough months left in the season. Pete Gosselin noted that if February had as much ice as  
17 January, he'd be before the board in March to request additional salt and sand funding.
- 18 8) West Main Utility Extension: The West Main extension is up for discussion at the earlier  
19 Water Commission meeting. Due to costs exceeding the budget and the discouragement of the  
20 property owners in the Gateway, the Water Commission rejected the design/build bids.  
21

#### 22 Approvals

##### 23 Buttermilk – Request for Amendment of VCDP Grant

24 The Manager explained that the Buttermilk project was requesting an additional \$100,000 from  
25 VCDP. It was likely that this would be approved by VCDP – but the grant is an award with the Town.  
26 The Manager noted the progress report from Josi Kytyle – and Mr. Hill read some highlights. He  
27 requested Buttermilk to come back in April for an update.

28 Mr. Sander offered a motion to approve the amendment to the existing Vermont Community  
29 Development Program block grant in the amount of \$100,000. Mr. May seconded the motion, and the  
30 motion carried 5-0.

##### 31 Approval of Minutes

32 Mr. Sander offered a motion to approve the minutes of January 16, 2018 and was seconded by Mr.  
33 May. The motion carried 4-0-1 with Mr. Kart abstaining.

34 Mr. Ackerman offered a motion to approve the minutes of January 22, 2018 and was seconded by Mr.  
35 May. The motion carried 3-0-2 with Mr. May and Mr. Kart abstaining.

36 Next agenda: Town Meeting, Facilities Plan update; Library Presentation of 5-year plan, and the  
37 assessment discussion.

##### 38 Approval of Warrants

39 Warrants were reviewed and approved.

#### 40 4. Adjourn

41

42

43

44

45

46

47

48

49

50

1 Motion by Mr. Sander to adjourn the meeting at 9:40 p.m. Seconded by Mr. Ackerman. So voted.

## Richmond Highway Department Salary Range Movement Schedule

### Richmond Town Highway Salary Range Movement Schedule

#### Job Classification and Grade Pay Ranges

Employee Status	Grounds Maintenance/Equipment Operator (PG 3)		Heavy Equipment Operator (PG 7)		Grounds Maintenance Supervisor/Heavy Equipment Operator (PG 7)		Assistant Foreman (PG 9)		Road Foreman (PG17)		
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
Certification Levels											
No CDL	\$12.90	\$18.80	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
CDL (1 step per hr. for PG 3 only)	\$13.16	\$18.80	\$16.91	\$24.64	\$16.91	\$24.64	\$19.36	\$28.21	\$29.15	\$42.47	
Road Scholar + CDL (1 step per hr.)	\$13.42	\$18.80	\$17.25	\$24.64	\$17.25	\$24.64	\$19.75	\$28.21	\$29.74	\$42.47	
Equip Scholar + CDL (1 step per hr.)	\$13.42	\$18.80	\$17.25	\$24.64	\$17.25	\$24.64	\$19.75	\$28.21	\$29.74	\$42.47	
RS + ES + CDL (2 steps per hr.)	\$13.69	\$18.80	\$17.60	\$24.64	\$17.60	\$24.64	\$20.15	\$28.21	\$30.33	\$42.47	
All of the above plus Grader Training (1 step per hr.)	\$13.97	\$18.80	\$17.95	\$24.64	\$17.95	\$24.64	\$20.55	\$28.21	\$30.94	\$42.47	

NOTE: All full-time heavy equipment operators must obtain a Commercial Driver's License (CDL) within six months of the date of hire.

- 1) All pay adjustments shall be made by the Finance Office to an employee's salary upon approval by the Town Manager and receiving written notification from the Department Head stating 1) the requirements for the base adjustment have been met and, 2) the amount of the adjustment. Employees must first obtain the CDL prior to taking any classes required to obtain either the Road Scholar or Equipment Maintenance Scholar Certifications. Unless the Town Manager agrees, in writing, to other adjustments the above adjustments are approved pending funding allocations to support the adjustment.
- 2) Annual pay adjustments are made on July 1 for years of service, performance and/or cost of living, if set by Selectboard. Other adjustments such as changes in status, certifications, bonuses, awards, conditions of hire or hire letter stipulations or any other base adjustment which may be approved by the Town Manager may be given at other times during the fiscal year.
- 3) Upon acquisition of all certifications, the employee's wage could be affected by:
  - A) Cost of Living and Performance Adjustments to the base salary and as made available by the Selectboard,
  - B) Other adjustments to the base as recommended by the Department Head and approved by the Town Manager, and

- C) Once an employee reaches the maximum hourly rate of pay for their grade, additional increases will not be added to the base wage.
- 4) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service in another community for a like-position may be equal to only 8 years of creditable years of service to Richmond because of variations in the other community's job description and because of the broader depth of experience needed in a more active department.
- 5) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be one step per year. The Town Manager, would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

\* A new employee is hired as a Heavy Equipment Operator with 4 years of creditable experience, with an Equipment Scholar certification. The base rate of pay for this position is \$16.91. To calculate the actual hire rate of pay; **first**, apply the creditable years of experience. (\$16.91 plus 4 steps on the wage scale = \$18.31) and **second**, add 1 step for Equipment Scholar certification (\$18.31 + 1 step = \$18.67)

**Approved by the Richmond Selectboard on \_\_\_\_\_, 2018**

**Selectboard Chair**

**Richmond Water Resources Department  
Salary Range Movement Schedule**

Employee Status	Job Classification and Grade Pay Ranges							
	Grounds Maintenance (PG2)		Lead Process Operator* (PG11)		Lead Mechanical Operator* (PG11)		Superintendent (PG17)	
Certification Levels	Min	Max	Min	Max	Min	Max	Min	Max
No Certifications Obtained	\$12.06	\$17.57	\$21.76	\$31.69	\$21.76	\$31.69	n/a	n/a
Water 1 Certification (1 step per hr.) This is the only certification issued	\$12.30	\$17.57	\$22.19	\$31.69	\$22.19	\$31.69	n/a	n/a
Wastewater 1 (one step per hr.)	\$12.30	\$17.57	\$22.19	\$31.69	\$22.19	\$31.69	n/a	n/a
Water 1 and Wastewater 1 (combined 2 steps per hour)	\$12.55	\$17.57	\$22.63	\$31.69	\$22.63	\$31.69	n/a	n/a
Base for Superintendent								
Road Scholar or Equipment Maintenance (1 step per hr.) (must have Water 1 and Wastewater 1 first)	\$12.80	\$17.57	\$23.09	\$31.69	\$23.09	\$31.69	\$29.15	\$42.47
Water 1 and Wastewater 2 (1 step per hr.)	\$12.80	\$17.57	\$23.09	\$31.69	\$23.09	\$31.69	\$29.74	\$42.47
Water 1 and Wastewater 3 (1 step per hr.)	\$13.05	\$17.57	\$24.02	\$31.69	\$24.02	\$31.69	\$30.33	\$42.47
Water 1 and Wastewater 4 (1 step per hr.)	\$13.31	\$17.57	\$24.50	\$31.69	\$24.50	\$31.69	\$30.94	\$42.47
Water 1 and Wastewater 5 (1 step per hr.)	\$13.58	\$17.57	\$24.99	\$31.69	\$24.99	\$31.69	\$31.56	\$42.47

\* Operators without a Water Certification are only allowed by State law to work at a facility for two years. If the employee fails to obtain wastewater certification Grade 1 within two years, the employee will not continue employment past two years.

- 1) Rates of pay for auxiliary positions are determined by the Superintendent. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the schedule above.
- 2) All pay adjustments shall be made by the Finance Office to an employee's salary upon approval by the Town Manager and receiving written notification from the Department Head stating, 1) the requirements for the base adjustment have been met and, 2) the amount of the adjustment. Employees must first obtain the Grade 1 Wastewater (WW) Certification and Water Certification, prior to taking any classes required to obtain either the Road Scholar or Equipment Maintenance Scholar Certifications. Unless the Town Manager agrees, in writing, to other adjustments the above adjustments are approved pending funding allocations to support the adjustment.
- 3) Annual pay adjustments are made on July 1 for years of service, performance and/or cost of living, if set by Selectboard. Other adjustments such as changes in status, certifications, bonuses, awards, conditions of hire or hire letter stipulations or any other base adjustment which may be approved by the Town Manager may be given at other times during the fiscal year.
- 4) Upon acquisition of all certifications, the employee's wage could be affected by:
  - A) Cost of Living and Performance Adjustments to the base salary and as made available by the Selectboard,
  - B) Other adjustments to the base as recommended by the Department Head and approved by the Town Manager, and
  - C) Once an employee reaches the maximum hourly rate of pay for their grade, additional increases will not be added to the base wage.
- 5) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service in another community for a like-position may be equal to only 8 years of creditable years of service to Richmond because of variations in the other community's job description and because of the broader depth of experience needed in a more active department.
- 6) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be one step per year. The Town Manager, would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

\* A new employee is hired as a Lead Process Operator with 4 years of creditable experience and with both a Wastewater I and a Water Certification. The base rate of pay for this position is \$21.76. To calculate the actual hire rate of pay; first, apply the creditable years of experience (\$21.76 plus four steps on the wage scale = \$23.55) and second, add the 1 step for the Water Certification and the 1 step for the Wastewater I designation. (\$23.55 + 2 steps = \$24.50).

**Approved by the Richmond Selectboard on \_\_\_\_\_, 2018**

**Chairman**

## Richmond Free Library Salary Range Movement Schedule

Employee Status	Job Classification and Grade Pay Ranges										
	Library Assistant (PG 02)		Circulation & Technical Services Library Assistant and Library Assistant/Youth Services Assistant (PG 04)				Assistant Library Director/Children's Librarian (PG 9)		Library Director (PG 15)		
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
Certification Levels											
No certification received	\$12.06	\$17.57	\$13.81	\$20.11	\$19.36	\$28.21	\$26.44	\$26.44	\$38.52	\$38.52	
75 hours of certification for public librarians achieved (1 step per hr.)	\$12.30	\$17.57	\$14.08	\$20.11	\$19.75	\$28.21	\$26.97	\$26.97	\$38.52	\$38.52	
150 hours of certification for public librarians achieved (1 step per hr.)	\$12.55	\$17.57	\$14.36	\$20.11	\$20.15	\$28.21	\$27.51	\$27.51	\$38.52	\$38.52	
Each 25 hours of relevant and approved training (1 step per hr.)	\$12.30	\$17.57	\$14.08	\$20.11	\$19.75	\$28.21	\$26.97	\$26.97	\$38.52	\$38.52	

- Library Director must receive state certification within 5 years of hire.

- 1) Rates of pay are determined by the Library Director. Auxiliary positions are not eligible for pay increases for certifications and/or training based on the schedule.
- 2) All pay adjustments shall be made by the Finance Office to an employee's wage upon receiving written notification from the Library Director stating; a) the requirements for the base adjustment have been met and, b) the amount of the adjustment. The employee's immediate supervisor and Library Director must initial each written notification. The Library Trustees may agree to adjustments outside of this policy. Unless the Library Trustees agrees, in writing, to other adjustments, the above adjustments are approved pending funding allocations to support the adjustments.
- 3) Annual base adjustments are made on July 1st for years of service, performance and/or cost of living, if approved by the Library Director and allocated by the Library Trustees. Other adjustments such as changes in status, certifications, bonuses, awards, conditions of hire or hire letter stipulations or any other base adjustment which may be approved by the Library Director or Library Trustees, may be given at other times during the fiscal year.
- 4) Upon acquisition of all certifications, the employee's wage could be affected by:
  - A) Cost of Living and Performance Adjustments to the base salary and as made available by the Library Trustees,
  - B) Other adjustments to the base as recommended by the Library Director and approved by the Library Trustees, if the adjustment is for the Library Director, and
  - C) Once an employee reaches the maximum hourly rate of pay for their grade, additional increases will not be added to the base wage.
- 5) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service in another community for a like-position may be equal to only 8 years of creditable years of service to Richmond because of variations in the other community's job description and because of the broader depth of experience needed in a more active department.
- 6) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be one step per year. The Library Director or the Library Trustees, if it is for the Library Director, would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

\* A new employee is hired as a Library Assistant I with 4 years of creditable experience plus 75 hours of certification training. The base rate of pay for this position is \$12.06. To calculate the actual hire rate of pay; first, apply the creditable years of experience. ( $\$12.06$  plus 4 steps on the wage scale =  $\$13.05$ ) and second, add the 1 step for the certification training. ( $\$13.05 + 1 \text{ step} = \$13.31$ )

**Approved by the Richmond Selectboard on \_\_\_\_\_, 2018**

**Chairman**



## Richmond Town Administration Salary Range Movement Schedule

Employee Status	Job Classification and Grade Pay Ranges										
	Planner (PG12)		Assistant to the Town Manager (PG11)		Zoning Administrative Officer (PG11)		Town Manager (PG20)				
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
Certification Levels											
No Certifications Obtained	\$22.84	\$33.28	\$21.76	\$31.69	\$21.76	\$31.69	\$21.76	\$31.69	\$33.75	\$49.17	
Masters Degree (3 steps)	\$24.24	\$33.28	\$23.09	\$31.69	\$23.09	\$31.69	\$23.09	\$31.69	\$35.82	\$49.17	
AICP Certification - Planner (2 steps)	\$23.77	\$33.28	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
AICP Certification - Zoning Admin Officer (1 step)	n/a	n/a	n/a	n/a	n/a	n/a	\$22.19	\$31.69	n/a	n/a	
VT PE - Zoning Admin Officer (2 steps)	n/a	n/a	n/a	n/a	n/a	n/a	\$22.63	\$31.69	n/a	n/a	
VT PE - Planner (1 step)	\$23.30	\$33.28	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

- 1) All pay adjustments shall be made by the Finance Office to an employee's salary upon approval by the Town Manager (or the Selectboard if the adjustment is being made to the Town Manager's salary) and receiving written notification from the Town Manager (or Selectboard) stating; 1) the requirements for the base adjustment have been met and, 2) the amount of the adjustment. Employees must have their bachelor's degree or an equivalent combination of education and experience when hired. Unless the Town Manager agrees, in writing, to other adjustments, the above adjustments are approved pending funding allocations to support the adjustment.
  - 2) Annual pay adjustments are made on July 1 for years of service, performance and/or cost of living, if set by Selectboard. Other adjustments such as changes in status, certifications, bonuses, awards, conditions of hire or hire letter stipulations or any other base adjustment which may be approved by the Town Manager or Selectboard may be given at other times during the fiscal year.
  - 3) Upon acquisition of all certifications, the employee's wage could be affected by:
    - A) Cost of Living and Performance Adjustments to the base salary and as made available by the Selectboard.
    - B) Other adjustments to the base as recommended by the Town Manager and approved by Selectboard if the adjustment is for the Town Manager, and
    - C) Once an employee reaches the maximum hourly rate of pay for their grade, additional increases will not be added to the base wage.
  - 4) New hires must be evaluated to determine years of "creditable" service to Richmond. This means that the years of service attained with another employer may not hold equal value to employment in Richmond. For example, 10 years of service in another community for a like-position may be equal to only 8 years of creditable years of service to Richmond because of variations in the other community's job description and because of the broader depth of experience needed in a more active department.
  - 5) The value of "creditable years of service" allowed for new hires according to the Wage and Classification Plan would be one step per year. The Town Manager or the Selectboard, if it is for the Town Manager, would review and approve the proposed "creditable years of service" prior to hire.

Years of Service and Certification Examples:

\* A new employee is hired as a Planner with 4 years of creditable experience and with an AICP certification. The base rate of pay for this position is \$22.84. To calculate the actual hire rate of pay, **first**, apply the creditable years of experience. (\$22.84 plus 4 steps on the wage scale = \$24.73) and **second**, add the two steps for certification. (\$24.73 + two steps = \$25.73).

**Approved by the Richmond Selectboard on \_\_\_\_\_, 2018**

**Selectboard Chair**