



# *Town Of Walpole*

## *Commonwealth of Massachusetts*

### **PERSONNEL BOARD**

Albert DeNapoli, Chair  
Phil Hinds  
Joseph Moraski  
Ann Ragosta  
John Sheppard

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### **MINUTES OF NOVEMBER 3, 2015**

A meeting of the Personnel Board was held on Tuesday, November 3, 2015 at 7:00 p.m. in Room #116 of the Town Hall. Phil Hinds was unable to attend. The following members were present:

Albert DeNapoli, Chair  
John Sheppard  
Joseph Moraski  
Ann Ragosta

Also: Thomas Gregory, Asst. Town Administrator  
Valorie Donohue, Human Resource Administrator

### **PERSONNEL ACTION REQUESTS:**

Each member reviewed the Personnel Action Request forms and initial their approval to each.

### **APPOINTMENT:**

7:15 – Mark Morse, MMA Consultants – re: Classification Study

Mr. Morse discussed the final report to the Board members. He surveyed 20 towns. The results show that Walpole is in the middle of the range of salaries for their non-union positions. He recommends that the Salary schedule of 15 steps should be reduced to 12 steps or fewer. Eliminate the bottom 2 – 3 steps in the first year. Most times when the town hires someone for a position they come in at the mid-point or above. He also recommends that the Town Administrator position should be removed from the schedule. The Town Administrator position should be considered as a contractual position. The salary, benefits and other conditions of employment is subject to negotiation with the Board of Selectmen.

He further states that any increases to the schedule are not cost of living increases, they should be called general increases. The driving force for these increases is not only as to what other towns are recommending but the union contracts. He stated that you are probably seeing the top end of the union position's rate of pay is overlapping with the non union rate of pay.

The town should also obtain information from Employment Cost Index (ECI) when considering an increase to the salary schedule.

He went through the packet with the members. It states his background as a consultant, his findings and recommendations to the Board and the survey results. He explained about the Median and the Mean – the median is the mid-point of data, 50% of our positions are below and 50% are above this point. The Mean is the average. The packet also includes the salaries of the various communities for the positions listed on the schedule. Exhibit 4 of the packet lists the various positions, current min and max; median;

mean and the % where each position placed to both the median and mean. Board members asked for a number of questions to further understand the results.

Mr. Moraski talked about how things were done back when he was a Personnel Board member in the 70s and 80s. How the schedule had min-mid-max range, no steps, increases based on the performance evaluations. He also talked about indirect compensation.

Mr. Morse final recommendations to the Board are as follows:

- Increases in the schedule should be called general increase not cost of living increase
- Reduce number of steps – eliminate bottom 2
- Keep the percentage between the min – max to approximately 20 – 26%
- Make the entry more competitive
- Review increases of union contracts

Ms Ragusa stated that the private sector positions don't move in terms of raises and cost of living increases as the municipalities. She inquired as to how the town justifies the cola increase.

Mr. Gregory put together information from the Employment Cost Index for Total Compensation; Consumer Price Index – urban wages for Northeast; Walpole historical increases from FY2012-2017 which includes Town and school union and non union positions; planned COLA's for 26 other towns in which 20 of the 25 plan to give 2% or more for FY2017. He also included information of the total compensation for state and local government works and also what the private industry has done from 2010 to present.

The Board members thanked Mr. Morse for coming in tonight to present the survey results and to answer the number of questions that the members had.

Next meeting Tuesday, November 17<sup>th</sup>.

**MEETING ADJOURNED:**

Motion made by Mr. Mr. Sheppard and seconded by Ms. Ragosta that:

The meeting will be adjourned. (8:45 p.m.)

Motion voted 4-0-0, unanimous.