

RELEASED

**MINUTES
EXECUTIVE SESSION
SELECTMEN'S MEETING
GRIFFIN ROOM, TOWN HALL
MONDAY, JUNE 4, 2018
5:30 P.M.**

*approved at 8-20-18
Executive Session
and 9-6-18 open
session*

**EXECUTIVE SESSION
MATERIAL**

SELECTMEN PRESENT: Ballantine, Howell, Kavanagh, McManus, MacAskill

OTHERS PRESENT: Town Administrator Christopher Clark

Mr. Ballantine moved to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel — Fire Chief ; Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – Fire Union Contract; Deputy Fire Chief re-classification; SEIU Manager's Union Contract and Compensation Survey; Pursuant to MGL c.30A, §21(3) to conduct strategy sessions with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares – HEA Union Contract - approve Executive Session minutes of April 2 & 9, 2018. Mr. MacAskill seconded the motion and the motion carried unanimously on a roll call vote.

Fire Chief's Performance Evaluation

Mr. Clark reported that he has completed Chief Clarke's annual performance review and he has done an outstanding job. He noted that Chief Clarke received 87 points and 65 points is the threshold to receive the increase. The Board thanked Chief Clarke for a job well done. Mr. Ballantine moved to support the recommendation of the Town Administrator that gives him (Chief Clarke) higher than a satisfactory performance review. Mr. Howell seconded the motion and the motion carried unanimously on a roll call vote. Chief Clarke thanked the Board for their support.

Fire Union Contract

Mr. Clark noted that the groups fell behind when we had four years of 0% increases. He discussed the attached compensation survey with the Board and noted that staying in the middle is a fair approach. He suggested the following three year proposal for economic adjustment: 2% + additional holiday for 2019, 2% + \$1,350 for 2020, and 2.5% + \$1,350 in 2021. There was general discussion as to how this would affect the other unions and how to compensate them without setting a precedent. Mr. Clark stated that if we are just getting to midpoint and other agencies are going to 2.5-3% then we will continue to fall behind and it would be a hard case to argue with the arbitrator particularly as we are strong financially. Mr. MacAskill asked Mr. Clark to provide a timeline on negotiations and Mr. Howell asked for a trend line for the last 10-12 years. Mr. Clark discussed other items in the contract including taking out the Deputy Fire Chief and potential health care waiver. The Board agreed to bring this item back.

SEIU

Mr. Clark outlined the proposal of 2%, 2%, 2 ½%, the elimination of Steps 1 & 2, and the addition of Steps 11 & 12. He noted that the salary survey shows we generally pay people less coming in. He stated that HEA left it to SEIU to determine the schedule for hours of work and SEIU believes there is some concern for people that work and need to come to Town Hall. He said they have asked the Board to consider work hours from 8:00 to 6:00 on Monday and until 2:00 on Friday and he referred to the tally chart of Town Hall visits over a six week period (attached). Mr. McManus joined the meeting at this time. Mr. Clark said the union was amenable to everything else and the hours was the only question. Mr. MacAskill indicated that he wanted the hours to go back to the traditional 5 day, 7 hour work week, and Mr. Ballantine and Ms. Kavanagh agreed. It was agreed that more discussion was needed on the contract.

SEIU Phase 3 Compensation Survey

Mr. Clark outlined the recommendation (attached) with adjustments for the Building Commissioner and Community Center Director. He pointed out that not many towns have Community Centers and we compared ours with Chatham and Lexington. There was discussion about compensating the employee versus compensating the position. Chairman Kavanagh said it is a unique situation with the Cultural Center and we have to think about the whole picture. Mr. McManus said he would like to look at it in relation to other department heads. Mr. Clark pointed out that Chatham and Lexington only have one building. Mr. Ballantine said he wanted to compare the position to the private sector and he also wanted to compensate for her extra time. Mr. Clark cautioned that we can ask for private sector information but they are not obliged to give us the information. Mr. Howell said he would rather find a different way to compensate Ms. Carey. Mr. Clark suggested looking at a stipend. The Board agreed to bring this item back.

Minutes

Mr. MacAskill recommended approval of the Executive Session minutes of April 2 and April 9. Mr. Howell seconded the motion and the motion carried by a 4-0-1 vote with Mr. McManus abstaining from the vote.

Mr. MacAskill moved to adjourn at 6:30 p.m. Mr. Howell seconded the motion and the motion carried by a unanimous vote.

Respectfully submitted,

Ann Steidel
Recording Secretary

Department	Fiscal Year	Avg Weekly Hours	Minimum Base Salary	Maximum Base Salary	Steps to Maximum Base	20-Yr Non-Base Compensation Max	Total Compensation	Health Insurance	2017 Call Volume	Total Floor Strength	Calls per Floor Strength
Hyannis	18	42	\$70,839.97	\$77,157.09	3	\$11,795.00	\$88,952.09	95/5	6628	48	138.08
COMM	18	42	\$68,140.80	\$79,432.08	4	\$8,450.74	\$87,882.82	90/10	4519	48	94.15
Eastham	18	42	\$50,110.92	\$66,287.87	7	\$16,451.19	\$82,739.06	65/35	1829	16	114.31
Dennis	18	42	\$55,612.52	\$66,790.22	4	\$12,062.18	\$78,852.40	60/40	4963	40	124.08
Sandwich	18	42	\$51,757.52	\$65,379.13	6	\$11,903.19	\$77,282.32	75/25	4245	44	96.48
Yarmouth	18	42	\$57,090.31	\$69,472.74	7	\$7,099.04	\$76,571.78	50/50	7211	56	128.77
Mashpee	18	42	\$51,841.96	\$67,591.41	8	\$8,948.93	\$76,540.34	75/25	3460	32	108.13
Orleans	18	42	\$49,565.00	\$68,271.00	8	\$8,023.80	\$76,294.80	75/25	2603	20	130.15
Chatham	18	42	\$54,783.88	\$69,585.82	9	\$6,135.72	\$75,721.54	65/35	2790	24	116.25
Cotuit	18	42	\$51,856.20	\$64,820.26	5	\$10,364.76	\$75,185.02	75/25	825	12	68.75
Barnstable	18	42	\$52,569.71	\$65,712.13	5	\$9,039.34	\$74,751.47	80/20	1190	16	74.38
Falmouth	18	42	\$53,573.52	\$67,485.60	6	\$6,373.40	\$73,859.00	75/25	7810	56	139.46
Harwich	18	42	\$48,711.61	\$60,327.19	4	\$12,239.46	\$72,566.65	75/25	4206	30	140.20
West Barnstable	18	42	\$47,935.29	\$58,851.93	5	\$11,446.23	\$70,298.16	80/20	628	5	125.60
Bourne	18	42	\$51,607.00	\$62,229.00	5	\$7,415.96	\$69,644.96	75/25	4510	44	102.50
Brewster	18	42	\$47,902.00	\$62,222.00	11	\$7,418.79	\$69,640.79	75/25	2923	14	208.79
Wellfleet	18	42	\$48,623.72	\$49,596.19	N/A	\$8,039.36	\$57,635.55	65/35	1164	8	145.50
	Average	42.00	\$53,677.76	\$65,953.63	6.06	\$9,600.42	\$75,554.04		3,617.88	30.18	120.92
	Harwich Difference to Average	0.00	-\$4,966.15	-\$5,626.44	-2.06	\$2,639.04	-\$2,987.39		588.12	-0.18	19.28
	Harwich Comparison to Average	0.00%	-9.25%	-8.53%	-34.02%	27.49%	-3.95%		16.26%	-0.58%	15.95%
	Median	42.00	\$51,841.96	\$66,287.87	5.50	\$8,948.93	\$75,721.54		3,460.00	30.00	124.08
	Harwich Difference to Median	0.00	-\$3,130.35	-\$5,960.68	-1.50	\$3,290.53	-\$3,154.89		746.00	0.00	16.13
	Harwich Comparison to Median	0.00%	-6.04%	-8.99%	-27.27%	36.77%	-4.17%		21.56%	0.00%	13.00%
	Harwich Rank	1.00	14.00	15.00	13.00	2.00	13.00		8.00	9.00	3.00
	Out of	17.00	17.00	17.00	17.00	17.00	17.00		17.00	17.00	17.00

Notes: Compensation comparison is for Firefighter/EMT

Departments are listed in the order of Total Compensation from Highest to Lowest

20-Yr Non-Base Compensation Max includes Holiday Pay, Max Educational Incentive, and Longevity after completion of 20th year.

Total Compensation includes Maximum Base Salary, Holiday Pay, Max Educational Incentive, and Longevity after completion of 20th year

6/4/18 Executive Session Minutes attachment

OFFICE OF THE TOWN ADMINISTRATOR

Phone (508) 430-7513
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Christopher Clark, Town Administrator
Robert C. Lawton Jr., Interim Assistant Town Administrator

732 MAIN STREET, HARWICH, MA 02645

To: John Rendon, President SEIU
From: Christopher Clark, Town Administrator
Re: FY18 SEIU Salary Compensation Study
Date: May 21, 2018

Following the completion of the FY18 SEIU Salary Compensation Study, Robert Lawton and I sat down with each of the employees in the study and a SEIU representative to review the initial findings. Based on those meetings and the request to look at additional information we now present our final analysis.

In all cases, Harwich provides a generous benefits plan, particularly with respect to percentage of health insurance paid by the town and the longevity benefit. That being said, there were four positions reviewed in this year to complete our process. Our Community Center Director was undercompensated, the Building Commissioner is proposed to be adjusted and the Conservation Administrator and Golf Director were within acceptable ranges. For each of the positions reviewed in the study we provide the following breakdown and methodology based on and using **FY18 information**:

1. Community Center Manager

This is a 35-hour per week position and is a Grade M-4.

The current employee is at Step 10.

At Step 10 with a 7% longevity, the total salary would be **\$91,238** or **\$50.13** per hour.

Based on the review of the other Communities used in this analysis, Chatham, and Lexington, (only two Towns were used given the uniqueness of the position) the current:

Maximum Median Hourly Rate, including Longevity	= \$50.80
Maximum Average Hourly Rate, including Longevity	= <u>\$52.03</u>
Average	= \$51.41

Proposal – We are below the minimum salary for the position by \$2.15 and \$1.90 per hour at the maximum by a significant amount. The proposal is to move the position to grade M-5 step 10, \$94,803 (\$52.09) from \$88,748 which is the current salary at M-4 step 10 with longevity.

2. Conservation Administrator

This is a 35-hour per week position and is a Grade M-4.

The current employee is at Step 7 with 0% longevity.

At Step 10 with a 7% longevity, the total salary would be **\$91,238** or **\$50.13** per hour.

Based on the review of the other Communities used in this analysis, Brewster, Mashpee, Orleans and Sandwich, the current:

Maximum Median Hourly Rate, including Longevity	= \$50.13
Maximum Average Hourly Rate, including Longevity	= <u>\$46.89</u>
Average	= \$48.51

Current position hourly rate at Max with Longevity is more at \$50.13 than the median or average hourly rate.

Proposal - No changes proposed for this position

3. Golf Director

This is a 40-hour per week position and is a Grade M-5.

The current employee at Step 3 (1400) and Step 4 (680 hours)

At Step 10 with a 7% longevity, the total salary would be **\$99,450** or **\$47.81** per hour.

Based on the review of other Communities used in this analysis, Barnstable, Dennis, Sandwich and Yarmouth, the current:

Maximum Median Hourly Rate, including Longevity	=\$49.36
Maximum Average Hourly Rate, including Longevity	=\$49.86

Proposal

The proposal at this time is to leave the incumbent in grade M-5 and consider granting a two-step increase at the time of the incumbents' evaluation.

4. Building Commissioner

This is a 35-hour per week position and is a Grade M-4.

The current employee is at Step 7 with 0% longevity.

At Step 10 with a 7% longevity, the total salary would be **\$91,238** or **\$50.13** per hour.

Based on the review of the other Communities used in this analysis, Brewster, Dennis, Mashpee, Sandwich, and Yarmouth, the current:

Maximum Median Hourly Rate, including Longevity	= \$48.27
Maximum Average Hourly Rate, including Longevity	= <u>\$49.05</u>
Average	= \$48.66

Harwich is low on the maximum rate by \$4.31.

Proposal

The proposal is to classify the position in the M-4A grade. (M-4A was created by the Board of Selectmen in December 2017) With the maximum for the position being low by \$4.31 we would place the position at step 5 \$81,526 (\$44.79) in FY19 which will start to close the gap with other communities. The M-4A top step in FY 19 would be \$93,460

Moving Forward

When we began this process we indicated to SEIU that we would need to make the increases over several years. As you know we put \$10,000 in the FY18 Administration budget to cover any increases for the current year. Based on the above review, we are somewhat short. The \$10,000 this year will be dispersed as follows as a Transition Amount for FY19:

Community Center Manager:	\$ 6,055.00
Conservation Administrator:	\$0.00
Golf Director:	\$0.00
Building Commissioner:	\$ 3,485.00

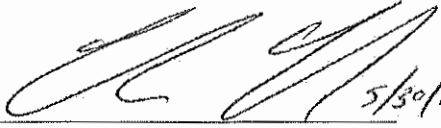
Longevity

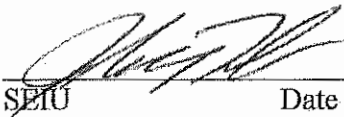
For FY18 longevity accrual would remain the same.

For FY19, in all regrade cases the longevity would go away, unless otherwise specified, until the maximum step, plus one (1) year is reached, at which time accrual would resume at the beginning of the longevity steps based on the contract (1%, 2%, etc.)

Subject to Board of Selectmen Approval

This proposal, if deemed to be ratified by SEIU, will be brought to the Board of Selectmen for ratification and approval at the next available meeting.


Town Administrator Date 5/30/18


SEIU Date 5/30/18

Board of Selectmen

Date _____

Town Hall - Monday Night In-Person Customer Visit Count (6 weeks)

<i>Date</i>	<i>Time</i>	<i>Assessors</i>	<i>Treasurer</i>	<i>Building</i>	<i>Conservation</i>	<i>Health</i>	<i>Planning</i>
4/9/2018	4p-8p	8	13	7	0	0	1
4/17/18 (Tuesday)	4p-8p	1	6	4	1	4	0
4/23/2018	4p-8p	3	24	6	3	0	1
4/30/2018	4p-8p	6	22	2	1	4	2
5/14/2018	4p-8p	2	3	5	0	1	2
5/21/2018	4p-8p	7	10	11	1	4	2
TOTAL		27	78	35	6	13	8