

Shutesbury Select Board Meeting Minutes  
April 14, 2022 Virtual Meeting Platform

Select Board members present: Rita Farrell/Chair, Melissa Makepeace-O'Neil, and Eric Stocker  
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary  
Finance Committee members present: Jim Walton/Chair, Melody Chartier, George Arvanitis, Susie Mosher, Bob Groves, Ajay Khashu, and Jim Hemingway  
Personnel Board members present: April Stein, Melody Chartier, Melissa Makepeace-O'Neil, and George Arvanitis  
Other Staff/Volunteers: Ellen McKay/Capital Planning, Dan Hayes/School Committee, and Paul Lyons/Town Moderator  
Guests: Frank McGinn, Gary Rehorka, Amanda Alix, Mike Vinskey, and Diane Jacoby

Farrell calls the Select Board meeting to order at 6:20pm.

1. Hauling & Disposal Contract: Torres screenshares the “Commercial Agreement for Disposal Services” contract with Casella of Holyoke for a term beginning 4.18.22 and ending 6.30.22 and explains this is a short term disposal contract because CEP is abruptly going bankrupt; Casella will charge \$90/ton for disposal; the alternate bid was \$97.50/ton. Torres: Section 2.2 addresses “Unacceptable Waste” and Section 2.3 B covers the fee for unplanned disposal fees; Section 2.3A covers the fuel surcharge. Torres: currently, diesel fuel is \$5.18/gallon, \$1.18 above the \$4/gallon surcharge in the contract; this is a short term contract that will provide the services Shutesbury needs to begin on 4.18.22 for next Wednesday’s (4.20.22) pickup. Torres to Stocker’s question: the Town will not receive a credit if fuel costs go below \$4/gallon; there was one rejected load circa 2007; there have been none since Torres became Town Administrator; usually, questionable loads are not put in the truck. Torres to Farrell’s question: the five year contract will include what is covered in this short term contract. Plan for review of the five year contract 4.26.22.
  - Makepeace-O'Neil moves and Stocker seconds a motion to approve the “Commercial Agreement for Disposal Services” with Casella (for a term beginning 4.18.22 and ending 6.30.22) and the Town of Shutesbury. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

At 6:30pm, Walton calls the Finance Committee to order and, in the absence of the Chair, Makepeace-O'Neil calls the Personnel Board to order.

1. Town Salary Review: Torres: the reason for the meeting is to consider an anomaly that did not fit with the grade/step review conducted by Stein and herself; it did not show up during the Personnel Board review of Franklin County salaries. Arvanitis screenshares “Market Alignment for FY23 April 2022”: when Stein and Torres met to do the classification analysis, the library director’s position was higher than many of the other professional employees however the position’s salary was lower than other grade 8 positions; it is at market rate for similar positions in Franklin County. Placing the library director’s position in its current classification position and changing it to a new pay rate and adjusting a highway equipment operator’s rate results in a \$6,000 increase; this pay rate is similar to that of the treasurer and collector. Stein: the library director job description fits the Grade 8 professional classification. Stein to Khashu’s question: we have done classification analyses in the past; it looks at levels of competency, supervision required and other categories. Torres: the classification of job descriptions is essential to the whole system; an updated classification schedule with thirteen categories was used; salaries in a given grade each have

a floor and a maximum limit. through this process, the library director emerged as an anomaly; in the future, the end result is that it may move to a Grade 9 or 10. There have been past efforts by the Board of Library Trustees to address the director's salary. Groves: the previous market alignment proposal was based on a comparative study; he did not know about the grading schedule; looking at the library budget and the increase, how does it relate to the hours the library is open; he needs to have a better understanding prior to voting. Stein: the discrepancy did not show up until we completed the grading review; using just Franklin County salaries and not comparing to like positions in our Town resulted in the error; we have the opportunity to fix this prior to annual town meeting. Stein to Mosher's question: the Personnel Board vote to approve the change to the "Market Alignment for FY23 April 2022" was unanimously in favor. Mosher: when the Finance Committee learned about the proposal to increase the Municipal Lighting Plant (MLP) manager's salary, it was not tied to a grade; the library director's salary increase is warranted due to the level of responsibility required. Hemingway: this level of increase for taxpayers is absurd; the MLP manager has a yearly employee review; why not have such a review for other employees, i.e., what they are doing right/wrong; the Select Board and Personnel Board are asked to support such a process. Torres: unlike in business, Town employee pay scales are not tied to evaluations; our employees are evaluated all of the time; including the Cost of Living Adjustment (COLA), there is a \$37,000 increase to the budget; the MLP manager's position received an increase equal to 33% of this amount; the goal is to keep up with the market. Torres to Walton's question: the Personnel Board's vote on the first market alignment was unanimously in favor; the vote on the updated analysis was four in favor with one member absent.

Dan Hayes/School Committee asks the Finance Committee and Select Board to consider a Plan B for funding repair/replacement of the school roof for annual town meeting; applied for MSBC funds have yet to be received.

Makepeace-O'Neil: resignations are occurring across the country; these increases help ensure retention of our wonderful staff and their institutional knowledge.

- Mosher moves and Walton seconds a motion to approve the updated Market Alignment. Roll call vote: Arvanitis: aye, Chartier: aye, Groves: nay, Hemingway: nay, Khashu: aye, Mosher: aye and Walton: aye; the motion carries by five ayes and two nays.
- Makepeace-O'Neil moves and Stocker seconds a motion to approve the updated wage schedule/market alignment. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

At 7:02pm, Makepeace-O'Neil moves and Stocker seconds a motion to adjourn the Select Board meeting. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

#### Documents and Other Items Used at the Meeting:

- "Commercial Agreement for Disposal Services" contract with Casella of Holyoke
- "Market Alignment for FY23 April 2022"

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary