

BOARD OF SELECTMEN
Working Session
Minutes of January 7, 2009

Chairman Jackson called the meeting to order at 5:40PM. Board members present in addition to Chairman Jackson were Richard Gandt, Martha Morrison, Nancy Luther and Karen Dow. Of the Selectmen's staff, Town Administrator Virginia Wilder, and Board Secretary Donna Rich, were in attendance. Also present were Al Wallace, Roberta Sapienza and Bette Cullinan of the Personnel Advisory Committee, Joe Geller, Chair, Rail Trail Committee, and Mike Stucka, Salem News.

Personnel Advisory Committee: Chairman Jackson introduced Al Wallace of the Personnel Advisory Committee (PAC) who was there to discuss the Reclassification/Salary Plan that the committee had researched. Mr. Wallace explained how the Personnel Advisory Committee (PAC) conducted wage surveys with 12 surrounding towns and determined, along with recent hiring experience, that the pay levels on the town's lower steps of the grid are no longer market competitive. He went on to explain how the committee reviewed the town's job descriptions based on 15 criteria in order to evaluate the assigned job classification for each of the town's non-union positions. The results were compared with the existing classification assigned to each of the town's current employees. As a result of their work, the PAC made the following recommendations to the Personnel Director:

1. For FY2010, increase the existing Salary Grid for non-union salaried and hourly employees by 2.7%
2. For FY2011, reducing the number of steps in the grid from nine (9) to five (5), eliminating the bottom 4 steps and set the pay difference between each step to 2.5%. Details of this change will need additional work.
3. Reclassify the Water Department Superintendent's position from S6 to S7 effective retroactively to January 1, 2009.

Due to the time needed to explain the effects of changing the number of steps in the grid to employees, the Committee suggested implementing that change in FY2011. Ms. Wilder stated that the next step would be to hold posted/published public meetings with all non-union employees to discuss the anticipated changes. The Grid proposal then would be presented to the Board of Selectmen to adopt effective with the FY2011 pay changes. Kudos were given to the PAC for their diligent efforts. Al Wallace ended the discussion by stating that the PAC recommends a reclassification be performed every 5 years and a salary plan study every other year.

Rail Trail: Joe Geller, Chairman Rail Trail, presented the proposed design of Phase IB and updated the Board on related issues. As a follow up to the surveys completed for Phases IA and IB, there was a lengthy discussion concerning fences that physically encroach on town property and on MBTA property on which the town holds a lease. These encroachments can be separated into two conditions: fences that are within the alignment of the rail trail and those that are not within the alignment. Chairman Jackson would like a list of the fences that require movement off the trail. The Board discussed informing property owners with fences that encroach. To accomplish this it was agreed that two letters would be drafted. One for those with fences that are within the trail alignment and are intrusive to construction of the Rail Trail and another for those that are not within the alignment but never the less encroach on property.

The Alternative Transportation Corridor (ATC) easement on the 7 Grove street property was discussed. It was agreed that a recordable easement drawing needs to be prepared and an associated agreement needs to be written and executed with Brian Woodland. The drawing and agreement then need to be forwarded to Transit Realty in compliance with the MBTA lease, and subsequently recorded at the Registry of Deeds. Donahue & Parkhurst is to prepare the ATC

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easement drawing based on the location of the easement as verbally agreed to between the Board and Brian Woodland.

Joe Geller then discussed that the Historical Society President, Norm Isler, has offered to post signs on the trail that are of historical nature displaying the do's and don't of the trail.

Budget Review: Ms. Wilder presented 2 versions of the Selectmen's budgets. The Board of Selectmen agreed to reduce their salary to \$1.00 for the year and to submit version 2.

At 7:37 PM, Chairman Jackson made a motion to adjourn, and Selectman Dow seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary
Selectmen's Office

Approved as amended at the January 20, 2009 Board of Selectmen's meeting.