

# Town of Williamsburg

## Minutes of the Finance Committee

Anne T. Dunphy School

16 November 2016

Members Present: Paul Wetzel, Jacqueline Dufresne, Charles Dudek, Charlie Heath, Richard Kisloski

Members Absent: Chris Morris, Linda Rowley, Steven Romanowski, Eric Cerreta

Members of the Select Board: William Sayre, David Mathers, Denise Banister

Charlene Nardi, Town Administer, was also present

The meeting was called to order by co-chair Paul Wetzel at 5:35 p.m. Minutes from the meeting held 17 October 2016 were reviewed. C. Dudek moved to approve the minutes as presented; J. Dufresne seconded the motion. The motion passed unanimously.

The Committee reviewed a wage survey and discussed wage rates of Town employees with the Select Board members. C. Nardi conducted a wage survey of Towns in Massachusetts that were similar to Williamsburg in population size, rural location, and employee benefit packages (in the areas of vacation time, retirement, and health insurance). The survey is attached. The purpose of the survey was to see how Williamsburg employee salaries compared to these similar Towns and whether the Town should increase the salary of any employee that was much lower than the salary paid by comparison to the Towns surveyed.

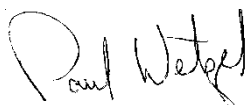
Basic calculations on the salary survey. For all of the Town positions, the median hourly wage was calculated from the surveyed towns and compared to the hourly wage paid by Williamsburg. If the Williamsburg median hourly rate was less, then the annual cost of increasing the hourly rate of that position was calculated. The average median increase of the hourly wage was \$1.23 per hour. The total cost of raising the hourly wage of Williamsburg employees to the median hourly wage of the surveyed towns was \$23,284. Williamsburg hourly rates that were greater than the median hourly wages of the survey were left alone.

Generally, the group felt that the salary survey was reasonable and the some Williamsburg positions were underpaid. W. Sayre felt that any general salary increase should be made first and then make adjustments to salaries over three years. D. Mathers felt that salaries could be adjusted over two years. P. Wetzel pointed out that the median hourly wage increases across all positions was 5%. He suggested that if the hourly wage of a position was within 5% of the surveyed towns then leave it alone. If less then increase it. Using a 5% filter the total cost of raising the hourly wage of Williamsburg employees was \$20,641. Further general discussion ensued. C. Heath said that the Finance Committee would further review the salary survey and make a recommendation to the Select Board.

The Committee will meet with the local School Committee and the Stacy Jenkins, principal, on 30 November 2016 at 6:00 to discuss the local school budget.

There being no further business before the Committee, C. Dudek moved to adjourn the meeting and the motion was seconded by J. Dufresne. The motion passed unanimously and the meeting was adjourned at 6:45 p.m.

Respectfully submitted,



Paul R. Wetzel

## FY16 Salary Survey

General Budget FY16	\$5,437,587.00	\$5,810,008.00	\$5,932,382.00	\$5,981,095.00	\$6,209,875.00	\$6,233,709.00	\$6,359,947.00	\$6,766,023.00	\$7,242,633.00	\$7,569,046.00	\$8,092,764.00	\$8,635,881.00	Average	Median	Williamsburg	+/- avg	+/- median	Wage Rates Similar to Surveyed Towns					5% Median Filter		
Positions in:	Conway	Leverett	Shutesbury	Otis	Becket	Asby	Holland	Williamsburg	Northfield	Brookfield	Dunstable	Hatfield							Recommend ed rate	Increased Amt	% Increase	Cost for year based on hours	Comments	50% of increased amount	25% of increased amount
Population	1,902	1,861	1,773	1,595	1,779	3,161	2,495	2,482	3,023	3,817	3,346	3,282			2,482	%	%								
Town Administrator	\$54,366.00 \$27.88 37.5	\$54,038.00 \$28.87 36	\$54,824.00 \$26.36 40	\$54,800.54 \$37.64 28	\$63,000.00 \$30.29 40	\$39,140.00 \$41.82 18	na	\$51,264.00 \$30.81 32	\$70,438.16 \$48.38 28	na	\$65,000.00 \$34.25 36.5	\$75,000.00 \$36.06 40	\$58,187.07 \$34.23	\$54,812.27 \$32.53	\$51,264.00 \$30.81 32	-12% -10%	-6% -5%	\$ 32.53	\$1.72	5.59% 5.59%	\$2,865.92		\$1,379.57	\$689.78	
Admin Asst.	\$12,480.00 \$15.00 16	\$9,724.00 \$18.7 10	\$19,453.00 \$18.70 20	20.8	\$38,188.80 \$18.36 40	\$52,691.41 \$25.33 40	\$24,351.60 \$15.61 30	\$14,204.97 \$15.39 17.75	\$43,579.00 \$29.93 28	\$40,516.00 \$19.48 40	\$38,250.00 \$20.15 36.5	\$36,004.80 \$17.31 40	\$29,949.42 \$19.56	\$36,004.80 \$18.70	\$14,204.97 \$15.39 17.75	-53% -21%	-61% -18%	\$ 18.70	\$3.31	21.51%	\$3,055.13		\$1,324.46	\$662.23	
Town Clerk salary Fees	\$26,498.00 \$18.87	\$17,405.00 \$33.47	\$22,499.00 \$21.63	\$34,793.00 \$23.90	\$29,150.01 \$23.36	\$32,077.40 \$32.47	\$23,227.88 \$40.61	\$19,672.00 \$18.45	\$33,633.00 \$19.60		\$28,955.00 \$27.84	\$28,080.84 \$22.50	\$26,908.28 \$25.70	\$28,080.84 \$23.36	\$19,672.00 \$18.45 \$18,285.00 \$1,387.00 20.5	-27% -28%	-30% -21%	\$ 22.50	\$4.05	21.92%	\$4,313.00		\$1,941.27	\$970.64	
Treasurer combo w/collector	\$15,209.00 \$19.50 9.75	\$26,069.00 \$20.89 24	\$17,182.00 \$20.65 16	\$39,858.00 \$25.55 30	\$26,382.36 \$25.55 30	\$33,995.00 \$21.79 30	\$20,660.00 \$19.87 20	\$31,546.00 \$24.27 25		\$31,546.00 \$24.27 25		\$35,104.00 \$29.35 23	\$27,333.93 \$22.73	\$26,382.36 \$21.34	\$20,660.00 \$19.87 20	-24% -13%	-22% -7%	\$ 21.82	\$1.95	9.84%	\$2,032.80		\$1,009.56	\$504.78	
Collector combined with Treasurer Salary fees	\$22,229.00 \$28.50 9.75	\$17,380.00 \$22.28 15	\$37,313.64 \$22.42 32	\$53,040.00 \$25.50 40	\$27,374.00 \$17.55 \$25,374.00 \$2,000.00 30	\$40,978.00 \$30.31 \$29,256.00 \$11,722.00 26		\$40,651.00 \$31.72 14		\$40,651.00 \$31.72 14		\$17,413.76 \$23.92 14	\$32,047.43 \$24.35	\$32,343.82 \$23.92	\$40,978.00 \$30.31 \$29,256.00 \$11,722.00 26	28% 24%	27% 27%								
Assistant Assessor	\$13.00 13	\$28.00 20	\$17.56 12		\$21.70 24	\$13.93 19	\$9.23 varies	\$15.38 7	\$17.87 32	\$32.22 10	\$19.56 12	np	\$18.84	\$17.72	\$15.38	-18% -13%		\$ 17.72	\$2.34	15.21%	\$2,433.60 based on 10 hours	\$935.72	\$467.86		
Associate Assessor	\$20.86 20-30						na				\$38.51 14														
Librarian	na	\$36,979.00 \$19.75	\$39,979.00 \$19.22		na	\$25,152.00 \$20.15	\$16,913.00 \$19.13	\$46,125.00 \$25.34	\$56,640.00 \$34.04	\$38,716.00 \$23.27	\$21,746.00 \$20.91	np	\$35,281.25 \$22.73	\$37,847.50 \$20.53	\$46,125.00 \$25.34	31% 12%	22% 23%			0.00%	\$0.00				
some hours assumed		36	40		24	17	35	32	32	20					35										
Assistant Librarian	na	\$16.51 \$11.50	\$16.00 12.00		na	na	\$12.80 22	\$17.39 35		\$40.99 14	\$10.40 20	np	\$19.02 19.08	\$16.26 17.00	\$17.39 35.00	-9% -7%	7%			0.00%	\$0.00				
Highway Super	\$58,262.00 \$28.01 40	\$62,103.00 \$29.86 40	\$61,000.00 \$29.33 40	\$61,200.00 \$29.42 40	\$61,643.36 \$29.64 40	\$62,830.00 \$30.21 40	\$63,575.72 \$30.56 40	\$60,274.00 \$28.98 40	\$62,192.00 \$29.90 40	\$76,145.00 \$36.61 40	\$62,226.00 \$32.79 36.5	40	\$62,859.19 \$30.48	\$62,103.00 \$29.86	\$60,274.00 \$28.98 40	-4% -5%	-3% -3%	\$ 29.86	\$0.88	3.04%	\$917.40				
Laborer/Operator hourly	\$19.63 40	\$16.50 40	\$17.80 40		\$21.95 40	\$17.82 40	\$22.42	\$21.63 40	\$17.98	\$25.38 40	\$23.03 36.5	np	\$20.41 39.50	\$20.63 40	\$21.63 40	6% 1%	5% 0%	\$ 21.63	\$0.00	0.00%	\$0.00 No Change				
Police F/T - Chief \$68,717.49	\$65,681.00 \$31.58 40	\$65,453.00 \$31.47 40	\$69,686.00 \$33.50 40		\$62,000.00 29.58 40	\$88,953.00 \$42.77 40	\$0.00 24	\$61,199.00 \$29.42 40	\$74,776.00 \$35.95 40	\$67,623.00 \$32.51 40		\$63,086.40 \$30.33 40	\$29.71	\$65,681.00 \$31.52	\$61,199.00 \$29.42 40	-11% -1%	-7% -7%	\$ 31.52	\$2.10	7.13%	\$2,181.30		\$1,604.49	\$802.24	
Police F/T patrol. Hourly			\$17.98 \$40.00		\$23.45 40	\$26.15 union contract	\$16.32	\$19.76	\$19.35 13.39 to 21.61	\$21.61	\$27.00		\$21.45	\$20.69	\$19.76	-8% -4%		\$ 20.69	\$0.93	4.71%	\$967.20 vacant				
Police-P/T	\$17.69	\$17.24	\$17.98		\$17.45		\$16.32	\$19.76	varies		\$27.00		\$19.06	\$17.69	\$19.76	4% 12%		\$ 19.76	\$0.00	0.00%	\$0.00 no change				
Police Sergeant	na	\$45,372.00 \$21.81 40	43888 21.1 40		50003.2 24.04 40	30.33 Union Contract 23	22329.32 18.67 23	\$24481.6 23.54 20	51480 24.75 40	na	\$57,224.00 30.15 36.5	47507.2 22.84 40	\$38,035.07 \$23.36	\$45,372.00 \$23.19	\$24481.6 23.54 20	-36% 1%	-46% 2%	\$ 23.54	\$0.00	0.00%	\$0.00 no change				
Fire Chief	\$6,705.00	\$19,214.00	\$53,000.00		\$40,003.46	\$56,177.05	\$12,650.00	\$21,888.00	np	stipend	\$50,000.00	\$63,086.40	\$35,858.21	\$40,003.46	\$21,888.00	-39% -45%		\$ 23.15	\$2.10	10.00%	\$2,188.00 Recommen d increase	\$1,151.22	\$575.61		
		\$18.48 20	\$25.48 40			\$27.01 40	\$16.22 15 ?	\$21.05 20		3375	\$26.34 36.5	\$30.33 40	\$23.56	\$25.48	\$21.05 20	-11% -17%		\$ 23.15	\$2.10	10.00%	\$2,188.00 NO Change				
Fire -P/T	\$13.75	\$17.24	\$17.00		stipend 750	\$10.85	\$12.00	\$15.13	np	not available	\$10.00	\$17.00	\$14.12	\$14.44	\$15.13	7% 5%		\$ 15.13	\$0.00	0.00%	\$0.00 NO Change				
Water Superintendent	na	na	na		na	na	na	\$25.00	na	\$31.28 40	combined with Highway Super	np	\$28.14	\$28.14	\$25.00	-11% -11%		\$ 25.00	\$0.00	0.00%	\$0.00 NO Change				
Transfer Station Atten.	\$13.12 17	\$14.26	na		\$16.00 16-24	\$14.85	na	\$13.00		\$14.42 16	\$18.91 8	\$17.07	\$15.20	\$14.64	\$13.00	-14% -11%		\$ 14.64	\$1.64	12.62%	\$1,364.48 16 hours	\$554.32	\$277.16		
Board Clerk	na	\$18.70	\$18.70		\$15.26 18		\$13.72 10	\$15.01	np		na	\$13.60	\$15.83	\$15.14	\$15.01	-5% -1%		\$ 15.14	\$0.13	0.87%	\$108.16 Varies				
COA/Senior Ctr Dir	na	\$3,383.00 \$16.26 4	na			\$2,250.00 volunteer	\$17,784.00 \$22.80 15	\$19,500.00 \$18.75 20	\$39,832.00 \$25.53 30	na	\$6,540.00 \$11.43 11	\$43,513.60 \$20.92 40	\$18,971.80 \$19.28	\$17,784.00 \$19.84	\$19,500.00 \$18.75 20	3% -3%	10% -5%	\$ 19.00	\$0.25	1.33%	\$208.00 Performs ice based	\$121.88	\$60.94		
Custodian	\$14.19 20	\$15.73 19	\$15.22 8		\$21.74 40	na	na	\$14.70	\$25.68 28	\$10.75 25	\$21.03 3		\$17.38	\$15.48	\$14.70	-15% -5%		\$ 15.48	\$0.78 5.31%	\$648.96 ice based	\$298.12	\$149.06			
													With all increases - Totals							\$23,283.95	\$10,320.61	\$5,160.30			