

1. 7:00 P.M. Committee On Personnel Issues

Documents:

[19 JAN 8 PI AGENDA.PDF](#)

2. 7:00 P.M. Committee On Personnel Issues

Documents:

[19 JAN 8 PI MTG.PDF](#)



Braintree Town Council

Committee of Personnel Issues

One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Timothy Carey, Chairman
Stephen O'Brien, Vice-Chairman
Thomas Bowes, Member

AGENDA

Tuesday, January 8, 2019

Starting Time – 7:00 p.m.

Johnson Chambers, Town Hall

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Announcements
4. Approval of Minutes
 - October 22, 2018
5. New Business
 - None
6. Old Business
 - 18 048 Council President: Reclassification Town Clerk and Clerk of the Council or take up any action relative thereto
7. Adjournment



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October 22, 2018 MINUTES

A meeting of the Committee on Personnel Issues was held in the Fletcher Hall, Braintree Town Hall on Monday, October 22, 2018 at 6:00 p.m.

Chairman Timothy Carey was in the chair.

The meeting was opened with the pledge of allegiance, followed by a moment of silence for all those serving in our armed forces, past and present.

Clerk of the Council conducted the roll call.

Present: Timothy Carey, Chairman
Stephen C. O'Brien, Vice-Chairman
Thomas Bowes, Member
Charles Ryan, Ex-officio

Approval of Minutes

- October 9, 2018
 - Motion:** by Councilor O'Brien to Approve Minutes of October 9, 2018
 - Second:** by Councilor Bowes
 - Vote:** For (3–Carey, Bowes, O'Brien), Against (0), Absent (0), Abstain (0)

Old Business

- 18 048 Council President: Reclassification Town Clerk and Clerk of the Council or take up any action relative thereto

Chairman Carey stated this meeting is to discuss the salary increases. There are three union positions and two non-union. I am personally concerned about such significant jumps in salary increasing 5 steps. I think we should consider making a motion to refer this to our Town Auditors to review.

Council President Ryan stated the grades also increase in pay each year and also with an additional cost of living increase each year. I think it is a good idea to have the Town Auditor's look at this.

Councilor Bowes stated this is supposed to be an additional 5 hours a week per staff. I think if we are having the Town Auditor look at the justifications they should look at all 5 of the staff positions.

Council President Ryan stated we should send this to the Town Auditor. Have the Town Auditor look at what the new job duties are, look at the job descriptions, look at what they recommend they be graded and talk to the previous Licensing Coordinator and her duties and the work she did and how busy was she doing this work and also how much was the Legal work.

Councilor O'Brien stated he also propose a conversation with the HR department to have them go back and re-negotiate with the Unions as well.

Councilor O'Brien made a motion that we do not consider any changes and that we leave the position where it is in with Legal and we do not put up with any of this. No one seconds this motion. The motion fails.

Council President Ryan said people are doing this work and have been for months now. It is a good thing to try to get these raises for them. We still have more work to do to try to make this work.

Councilor Carey stated I do want to reward people for taking on that added responsibilities.

Council President Ryan stated as President I will talk to the Town Auditors.

Councilor O'Brien would like to know what additional hours would be needed to complete the additional duties. We were also told the duties as relates to the Cemetery will go away. That work is being reduced there and I would like to ensure the Town Auditor calculates that in.

Motion by Councilor Bowes: to refer this to our Town Auditors to have them look the job descriptions and look at the salary and grades and give us their recommendations.

Motion: by Councilor Bowes
Second: by Councilor O'Brien
Vote: For (3–Carey, Bowes, O'Brien), Against (0), Absent (0), Abstain (0)

New Business

- **None**

It was unanimously voted to adjourn the meeting at 6:29pm.

Respectfully submitted,

Clerk of the Council

Susan M. Cimino

Documents provided for Meeting

- October 9, 2018 Minutes
- Excel Spreadsheet of like Communities
- Department Head Grades spreadsheet
- FY19 Non-BPMA Salary Chart

Town of Braintree
Town Clerk's Office Grade Reclassifications
Town Auditor's Comments – 12/21/18

We have been asked to review and comment on the salary grade reclassifications for the Town Clerk's Office and Town Council's Office. It is important to note that these opinions are based on the title of the positions being reviewed and not the individual currently in each position.

During the second half of fiscal year 2018 the Licensing Coordinator was out of work for a few months, who then retired shortly after returning to work for a brief period. The Licensing Coordinator split her time between licensing and law. This split was anywhere from a 50/50 split to a 70/30 favoring licensing. This position was a 35 hour per week job, a grade M-8E and earned approximately \$68,000, not including benefits.

During the time the Licensing Coordinator was out and upon her retirement the Town Clerk's Office assumed her responsibilities, which included reviewing license applications, processing license applications, collecting licensing fees and maintaining the licensing records. It was estimated that these responsibilities added an additional 25 hours on average per week to the Town Clerk's Office as a whole, including the Clerk of the Council. It was determined that these offices had the capacity to take on these additional responsibilities.

Union positions:

It is our understanding that the three union positions have already been negotiated by the Human Resources Director and approved by the unions. These positions, two Town Clerk staff members and the Assistant Town Clerk/Licensing Coordinator will be performing the vast majority of the licensing work and will receive anywhere from approximately a 8.5% to a 9.6% increase in pay during the time period of 7/1/18 through 1/1/19 when compared to their current salary level, amounting to approximately a \$14,000 budgetary increase. Please see the table on page 3 detailing proposed salary grade reclassifications by the Town Clerk's Office.

Clerk of the Council:

The Town Clerk is recommending that the Clerk of the Council move from a M8-E to a M12-C/D. We feel the added responsibilities to the Clerk of the Council related to licensing warrants a grade reclassification for the Clerk of the Council to a M10-D/E.

Town Clerk:

The Town Clerk, as the department head of the office, has taken on the additional responsibilities of overseeing the previous Licensing Coordinator's responsibilities that are ultimately being done by his staff. In addition, the Town Clerk also now serves as the Chief Records Access Officer for the Town. These additional responsibilities and tasks we believe warrants a grade reclassification, but not to the extent of the requested M-23 level.

We believe a fair and reasonable grade level of a M-21 would be more in line to other Town department heads and more than fair in comparison to other Towns/Cities who responded to a benchmark survey obtained by the Human Resources Director for the same job title. This increase has a value of

approximately 5% or approximately \$5K, during the time period of 7/1/18 through 1/1/19 when compared to the Town Clerk's current salary level. Please see the table on page 4 detailing the average maximum salary of other like communities in terms of population in Massachusetts for the Town Clerk position.

Recommendation:

We believe the revised proposed grades as shown on the table on page 3 are fair and reasonable based on the additional work and responsibilities of the Licensing assumed by the Town Clerk's Office and the Clerk of the Council.

**Town of Braintree
Salary Grade Reclassifications**

ORIGINAL PROPOSAL

Office	Staff Member First Last		Union Position?	Grade Current Proposed (1)		Salary					
						Current Salary Level (2)	Proposed	Proposed	Proposed	Current Level to 1/1/19 \$ Increase	Current Level to 1/1/19 % Increase
							Salary Level Effective 7/1/18	Salary Level Effective 10/1/18	Salary Level Effective 1/1/19		
Clerk's	Eric	Cocca	Yes	S7-D	S14-C/D	43,316	48,976	50,523	50,523	7,207	16.6%
Clerk's	Jane	D'Auria	Yes	S7-E	S14-C/D	44,590	48,976	50,523	50,523	5,933	13.3%
Clerk's	Deb	Starr	Yes	M8-E	M13-C/D	67,508	76,122	80,985	80,985	13,477	20.0%
Clerk's	Jim	Casey	No	M18-E	M23-C/D	97,825	106,963	106,963	111,072	13,247	13.5%
Council's	Sue	Cimino	No	M8-E	M13-C/D	67,508	73,268	76,145	76,145	8,637	12.8%
Totals:						320,747	354,305	365,139	369,248	48,501	15.1%

REVISED PROPOSAL

Office	Staff Member First Last		Union Position?	Grade Current Proposed (1)		Salary					
						Current Salary Level (2)	Proposed	Proposed	Proposed	Current Level to 1/1/19 \$ Increase	Current Level to 1/1/19 % Increase
							Salary Level Effective 7/1/18	Salary Level Effective 10/1/18	Salary Level Effective 1/1/19		
Clerk's	Eric	Cocca	Yes*	S7-D	S12-B/C	43,316	46,082	47,429	47,429	4,113	9.5%
Clerk's	Jane	D'Auria	Yes*	S7-E	S12-C/D	44,590	47,429	48,885	48,885	4,295	9.6%
Clerk's	Deb	Starr	Yes*	M8-E	M12-C/D	67,508	70,785	73,246	73,246	5,738	8.5%
Clerk's	Jim	Casey	No	M18-E	M21-C/D	97,825	99,157	99,157	102,856	5,031	5.1%
Council's	Sue	Cimino	No	M8-E	M10-D/E	67,508	68,342	68,342	72,566	5,058	7.5%
Totals:						320,747	331,796	337,060	344,982	24,235	7.6%

* Union grade reclassification negotiated by Human Resources Director and approved by the unions.

- (1) The second step shown on an individual's proposed grade level would increase on 10/1 (3 months) for Eric Cocca, Jane D'Auria and Deb Starr; however Jim Casey and Sue Cimino's increase would occur on 1/1 (6 months).
- (2) Current annual salary level, regardless of when this level was reached during the fiscal year (i.e., entire FY19 or portion of FY19).

Town Clerk Salaries for Towns/Cities with populations 25K - 45K

city_or_town	survey	FY	job_title	local_title	hours_per_week	maximum_salary	updated_at
Belmont	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	40	99,053.00	8/6/2018
Norwood	FY19 Benchmark Salary Survey	2019	City / Town Clerk		40	98,297.00	7/5/2018
Braintree	FY19 Benchmark Salary Survey	2019	City / Town Clerk	Town Clerk	35	97,825.00	8/14/2018
Arlington	FY19 Benchmark Salary Survey	2019	City / Town Clerk	TOWN CLERK	35	94,662.00	8/14/2018
Falmouth	FY19 Benchmark Salary Survey	2019	City / Town Clerk	TOWN CLERK	40	92,227.00	10/12/2018
Westfield	FY19 Benchmark Salary Survey	2019	City / Town Clerk	City Clerk	35	88,541.00	8/6/2018
Amherst	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	37	86,212.00	8/6/2018
West Springfield	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	37	83,239.00	9/18/2018
Beverly	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY CLERK	35	80,554.00	9/21/2018

91,178.89 Average