

Town of Huntington —HR Subcommittee Meeting

Tuesday, July 14, 2015—7 pm

Town Office - downstairs

APPROVED MINUTES



RECEIVED *[Signature]*  
DATE *July 20, 2015*

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Approval of minutes from previous meetings</li> <li>• Review feedback from compensation research</li> <li>• Nepotism policy</li> <li>• Other Business</li> </ul>
<p><b>Members present:</b></p>	<p>Nancy Stoddard (Chair), Dori Barton Roman Livak, Barbara Elliott (Town Administrator)</p>
<p><b>Others present</b></p>	<p>none</p>
<p><b>Call to order</b></p>	<p>Stoddard called the meeting to order at 7:06 pm</p>
<p><b>Public Comment</b></p>	<p>No members of the public attended or presented comment.</p>
<p><b>Approval of minutes - MOTION</b></p>	<p><b>MOTION:</b> Livak moved and Barton seconded to approve the minutes from June 22, 2015. Passed unanimously with 4 members present and voting.</p>
<p><b>Compensation Research Review</b></p>	<p>Brief summaries were presented by members for each of the town's that they surveyed for the 4 questions drafted by Stoddard:</p> <ol style="list-style-type: none"> <li>1. If you have any, can you send me job descriptions for your town employees?</li> <li>2. Regarding health benefits, what plans do you offer full time and part time employees, and their families, for medical, dental, and/or vision benefits – and what portion of premiums and deductibles are funded by the Town versus the employee?</li> <li>3. Can you send me salary data for your employees and if you also have established pay ranges, can you send me that as well?</li> <li>4. Are you able to calculate total compensation (salary + benefits) for your employees? If so can you send this information?</li> </ol>
<p><b>Nepotism Policy</b></p>	<p>The Middlesex Town Clerk reported in an email sent to the Municipal Clerk/Treasurer listserv the following: <i>"Does anyone have a procurement policy that includes a nepotism clause I could model? Our FEMA grant was audited and we'll never get another one if we don't approve such a policy by 7/31."</i></p> <ul style="list-style-type: none"> <li>• Stoddard reported that VLCT is not aware of any legal/statutory requirement for towns to have a nepotism policy however they do recommend that towns have a nepotism policy in place.</li> <li>• VLCT's model nepotism policy states that employees would not supervise or evaluate family members.</li> </ul>
<p><b>Causal Labor vs Temporary/Seasonal Employees</b></p>	<ul style="list-style-type: none"> <li>• The Town Personnel Policy does not have an employee classification for 'casual labor' – but does have a category for Temporary/Seasonal labor.</li> <li>• Research is needed to determine if there are any requirements related to how long (length of time) or how many hours someone can be hired as casual labor before the town is responsible for offering them benefits.</li> </ul>
<p><b>Action Items / Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Stoddard will develop a spreadsheet to send to committee members so that each member can plug in the data they collected. <b><u>Each member is to fill this out and return it to Stoddard by JULY 22.</u></b></li> <li>• Elliott will forward the Moretown Annual Benefits &amp; Payscale Summary to committee members</li> </ul>

	<ul style="list-style-type: none"> <li>• Everyone will forward job descriptions they have collected to Stoddard.</li> <li>• Elliott will forward the Huntington Personnel Policy in MS Word format to the committee.</li> <li>• Stoddard will update the project plan dates.</li> </ul>
<b>Upcoming Meeting Schedule</b>	<p>Meetings to be held at the Town Office, downstairs</p> <p>Monday, July 27 @ 7pm</p> <p>Monday, August 17 @ 6pm</p> <p>Monday August 26 @ 7pm</p>
<b>Adjournment – MOTION</b>	<p><b>MOTION:</b> Livak moved and Stoddard seconded to adjourn the meeting at 8:14 pm. Passed unanimously with 4 members present and voting.</p>
	<p>07/14/15 – Meeting date</p> <p>07/17/15 – Draft/unapproved minutes posted on Town website</p> <p>07/27/15 – Final/approved minutes approved</p> <p>07/28/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>