

## **Personnel Board Minutes - Final**

Date: September 18, 2025

Personnel Board members present: Mary O'Hara Moore, Natalie Weare, Leanne Winn

Not present: Vicky Rellas

Also present: Diane Moores, Jeremy Marsette, Pam Dowse, Debbie R.

The meeting began with a roll call vote and established Mary as the interim chair of the Personnel Board through January 2026.

The agenda for the meeting was reviewed and discussion ensued on the following topics:

1. Cost of Living Adjustment (COLA) recommendation for non-union employees, due November 1st for FY27. The board agreed to review historical data and research other towns' practices, with Jeremy offering to provide a five-year history of COLA changes.
2. New Massachusetts salary transparency law going into effect at end of October requiring pay ranges for positions with over 25 employees, which will help guide market adjustments.
3. Potential updates for the personnel administration plan, with Jeremy identifying several areas for improvement including simplifying the vacation accrual section and addressing inconsistencies throughout the document. Natalie volunteered to lead the vacation accrual review, and the team agreed to create a prioritized list of updates from Jeremy's recommendations for their next meeting. Agreement to divide the updates based on difficulty and assign owners, with a goal to address simpler items first and more complex topics like remote work policies over time.
4. Next meeting dates: the team scheduled four meeting dates: October 16th, November 20th, December 11th, and January 15th, all at 8 AM.
5. Jeremy provided an update on:
  - The compensation and salary survey, including details about the October 28th transparency deadline and any associated action items. Jeremy explained that a consultant is conducting a salary survey and updating position descriptions to comply with the pay transparency law, with data collection from peer communities nearly complete and position description drafts expected soon for review.
  - The working group was formed to review health insurance benefits, with Sue Shillue of the Hilba Group serving as the health insurance consultant. Natalie agreed to represent the personnel board on the working group, with the first meeting scheduled for September 29th.

**The board agreed to the following next steps:**

- Mary to reach out to Advisory Board for preliminary COLA recommendations before next meeting.
- Jeremy to provide history of COLA changes for the past 5 years before the next meeting.

- Natalie to review vacation accrual section in the Personnel Administration Plan and meet with Jeremy to discuss potential updates.
- Jeremy to provide a list of potential Personnel Administration Plan changes for review at the next meeting.
- Mary to draft minutes for the current meeting.
- Jeremy to send Natalie a meeting invite for the health insurance working group meeting on September 29th.
- Natalie to represent the Personnel Board on the health insurance working group meeting on 9/29/25 at 3pm.

A roll call vote to adjourn was proposed, seconded, and approved at 12:49pm.

It was noted that the board appreciates Diane and Jeremy for their help and assistance in preparing for this meeting.