

**Board of Selectmen  
Special Agenda  
Municipal Center Community Room  
Tuesday, March 28, 2023  
7:00 PM**

1. Call to Order
2. Comp Reform Presentation – Possible Votes
3. Adjournment

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Douglas Cable is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen: March 28  
Time: Mar 28, 2023 07:00 PM Eastern Time (US and Canada)

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*Note: Times are estimates unless denoted as a Hearing.*

*The Town of Douglas is an equal opportunity provider and employer.*

BOARD OF SELECTMEN  
SPECIAL AGENDA  
TUESDAY, MARCH 28, 2023  
MEETING MINUTES

Attendance: Chair Kevin Morse, Vice Chair Mike Fitzpatrick, Tim Bonin, Hal Davis, Matt Wojcik Town Administrator, Lisa Freeman Executive Assistant

Chair Kevin Morse called the meeting to order at 7:05 PM

(0:15 TS) Pledge of Allegiance

1. (0:45 TS) Compensation Reform Presentation – Possible Votes

TA Wojcik handed the board members the packet of the comp reform table to review and go over together. TA Wojcik wanted to make it clear that this page of the document addresses the general fund impact of a somewhat more comprehensive reform that included rates of pay for different Enterprise funds and other things that are not under the control of the Select board, and only treats with non-union, non-contract personnel. TA Wojcik wanted to make it clear to the public that even if this comp reform does not get passes there is still going to be steps and there will still be a COLA, so he is comparing a 2% COLA on the old system with employees that are eligible for getting step increases versus the new proposal of the comp reform. There is a bottom-line total expenditure of \$161,702.00 with 85% of that spending going to hourly employees. TA Wojcik discussed the table showing the employees moving from hourly to salary position grade, and the difference between the grade levels and pay rates. He spoke of the difference between the existing steps and the proposed steps to show over a 30-year period of employment. He is proposing that 30-year employees pay would be 36.5% higher than a step one employee, where that pay rate is currently at 22.17% exclusive of COLAs. In overview of the proposed steps, there is a step for the first 3 years, no step-in year 4, then a step-in year 5, then year and 15 and so on in 5-year increments. TA Wojcik explained how they came up with the pay rates and how they scored the management positions. There were four hourly positions that were recommended in this proposal to be moved into management positions.

- Highway Forman – this is currently an hourly position, but this employee is managing other employees including discipline and occasional safety and health concerns, he manages all the town buildings and has a capital budget.
- Economic Development Project Facilitator is currently marked at an MS4 and the committee decided to make the position a M1
- Assistant Treasurer – Currently processes payroll and benefit administration. She has expressed interest in stepping up and playing a more active role in Human Resources, and they have discussed the need for this position. This position is currently an OA3 and proposed to be an M1.
- Board of Health office assistant – TA Wojcik stated that he feels that this position should have been upgraded a long time ago. This is currently an OA5 and proposing to upgrade to an M2 adding three hours a week. This position is currently split with the town and the transfer station, and his proposal includes putting this position fully in the general fund budget of 33 hours. Then the part-time assistant in that department would move all those hours completely over to the transfer station budget. This is a reorganization of the way the position is funded so TA Wojcik is asking that the board vote on this item separately.

Mr. Davis spoke to the importance of the economic development position for the town and the growth of the town and believes that this employee has showed his abilities and accomplishments and thinks that the salary should be higher than proposed, he would like to see it at \$80k+. Mr. Bonin agrees with Mr. Davis's summation of the position. Mr. Fitzpatrick stated that he believes in the research that the team and TA Wojcik did to pull the numbers together and figure out salaries and steps and management positions are important, and TA Wojcik states that his recommendation is that the position stay at an M1 grade to keep the integrity of the system being implemented and discuss step levels because that is a

performance based conversation and can be offered by way of merit, and this decision would be up to the board. TA Wojcik wanted to mention also for the record that the employee has an engineering background and therefore is adding value on the actual administration of grants and project administration, so he is not uncomfortable with any decision the board makes and feels is appropriate. TA Wojcik stated that they could take the way of a stipend to get to the salary they desire for this position, but the board agreed that the steps is a cleaner way to proceed with it and discussed making it an M1 step 25. For the record so far there are two votes, one is the structural change to the Board of Health position and the other is the economic development position.

TA Wojcik wanted to remind the board that the more recently someone has been hired the more likely it is that they set the salary to attract candidates. He went over some specific positions and their salary changes and the time they have been in that position. Specifically, the Principal Assessor and the Community Development Director positions were difficult to fill without hiring at a level competitive with other towns for those same positions. Mr. Davis would like to see a bump up in the Building Commissioners salary too, to maybe make it a M2 step 10 so they are not losing money in this reform table. TA Wojcik would like this to be voted on as well.

TA Wojcik would like to in the future add to the comp table a facilities manager that would oversee the maintenance of all the town buildings including school buildings, which was talked about starting at an M3 which would be close to \$90k. Right now, the town repairs things when they break, and they need to get ahead of that with the town of Douglas having so many buildings that the town owns.

The Adult Social Center Admin and Outreach Assistant is currently at MS2 step 2 and move it the OA table which would result in a \$5k raise. The Library Director is asking for a change in one of the library assistants to archivist, which TA Wojcik stated should also be voted on and would like to in the future have this person help archive the old town files on the second floor.

The Highway Department's overall increase for hourly employees is \$29k, with a total of \$55k to the highway department that is long overdue.

(8:15 PM) (1:11:35 TS) Motion to move the Board of Health office assistant to the transfer station budget made by Mike Fitzpatrick, 2<sup>nd</sup> by Tim Bonin. All members in favor.

(8:16 PM) (1:12:10 TS) Motion to move the Board of Health office manager to the general fund budget made by Mike Fitzpatrick, 2<sup>nd</sup> by Hal Davis. All members in favor.

(8:16 PM) (1:12:25 TS) Motion to make the Economic Development Facilitator a grade M1 step 25 at \$80,258.00 and change the title to Economic Development Director made by Hal Davis, 2<sup>nd</sup> by Tim Bonin. All members in favor.

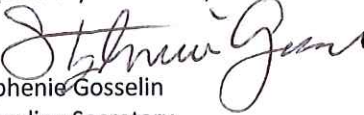
(8:16 PM) (1:12:50 TS) Motion to make the Building Commissioner a grade M2 step 10 at \$87,963.00 made by Mike Fitzpatrick, 2<sup>nd</sup> by Tim Bonin. All members in favor.

(8:17 PM) (1:13:08 TS) Motion to create the position of archivist for the library made by Mike Fitzpatrick, 2<sup>nd</sup> by Hal Davis. All members in favor.

(8:18 PM) (1:14:20 TS) Motion to accept the compensation reform table as presented and discussed tonight and amended made by Tim Bonin, 2<sup>nd</sup> by Mike Fitzpatrick. All members in favor.

(8:14 PM) (1:14:45 TS) Motion to adjourn the meeting made by Tim Bonin, 2<sup>nd</sup> by Mike Fitzpatrick. All members in favor.

Respectfully submitted,

  
Stephenie Gosselin  
Recording Secretary