

Selectboard Executive Session
REMOTE Via ZOOM
Monday, September 23, 2024
7:15 PM

RE: Executive session in accordance with G.L. c.30A, §21(a)(3) to discuss strategy with respect to collective bargaining relating to the 2024 Pay and Classification Study, if an open meeting may have a detrimental effect on the bargaining position of the public body and the chair so declares.

Present: Selectboard: Richard Kuklewicz, Christopher Boutwell and Matt Lord, Town Administrator Walter Ramsey

Documents:

- Pay and Classification Study by Umass Collins Center

Kuklewicz opens the meeting at 7:15 PM.

The Board discussed a general strategy to implement the new wage and class plan for FY26. Walter reviewed feedback from department heads.

Walter reviewed the recommended grade plan and title from the study. Positions in green are proposed to move up, red move down.

RECOMMENDED GRADE	DEPARTMENT	POSITION	RECOMMENDED TITLE
A	Town Administrator	Town Administrator	
B	DPW	Superintendent	
B	Police	Chief of Police	
B	CWF	Superintendent	
C	Board of Assessors	Director of Assessing	
C	Building Inspector	Building Inspector	
C	Selectboard	Assistant Town Administrator	
C	Board of Health	Director of Health	
C	Airport	Airport Manager	
C	Libraries	Director of Libraries	
C	Parks and Recreation	Director of Parks and Recreation	
C	Planning	Town Planner and Conservation Agent	Director of Planning and Conservation
C	Town Clerk	Town Clerk	
C	Treasurer/Tax Collector	Treasurer/Tax Collector	

C	Town Accountant	Town Accountant	
C	Council on Aging	Director of Council on Aging	
D	CWF	Foreman	Water Supervisor
D	DPW	Working Foreman	DPW Supervisor
E	CWF	Lead Mechanic	
E	DPW	Shop Foreman	Lead Mechanic
E	DPW	Collections System Lead Operator	
E	Dispatch	Dispatch/Office Manager	
E	DPW	Office Manager	
E	Libraries	Children's Librarian	
E	CWF	Lead Operator	
E	Selectboard	Executive Assistant	
F	Town Clerk	Assistant Town Clerk	
F	Planning	Assistant Planner	
F	DPW	Lead Mechanic	Mechanic
F	DPW	Heavy Equipment Operator	
F	Clean Water Facility	Lab Manager	
F	Treasurer/Tax Collector	Assistant Treasurer/Tax Collector	
F	CWF	Wastewater Technician	
F	DPW	Lead Groundskeeper	Grounds Maintenance Supervisor
F	Dispatch	Dispatcher	
G	DPW	Building Maintenance	Building Maintenance Worker
G	Board of Assessors	Assessing Technician	
G	Libraries	Children's Program Assistant	
G	DPW	Truck Driver/Laborer	Light Equipment Operator
H	DPW	Truck Driver/Laborer In-Training	Light Equipment Operator In-Training
H	DPW	Groundskeeper	Grounds Maintenance Worker
H	CWF	Laborer/Operator	
H	Airport	Operations Manager	Airport Maintenance Worker
H	Board of Health	Administrative Assistant	
H	Building Inspector	Administrative Assistant	

H	Clean Water Facility	Administrative Assistant	
H	Parks and Recreation	Administrative Assistant	
H	Selectboard	Administrative Assistant	
H	Town Clerk	Administrative Assistant	
H	Libraries	Library Technician	Cataloguer/Technician
I	DPW	Custodian	
I	DPW	Transfer Station Attendant	
I	Libraries	Library Assistant	

Department Feedback summarized by Walter:

- Police Chief requests a higher grade/ being higher than DPW/ CWF Super
- Selectboard Executive Assistant requests grade D instead of E
- Treasurer requests "Assistants" Planner, Treasurer, Clerk to be E instead of F
- Library Director and Trustees request Library Technician to be G instead of H and Library Assistant to be H instead of I.
- Airport Manager concerned about how the enterprise fund can fund the recommended grade increase for the manager

General discussion and agreement about holding current employees harmless if the proposed grade is reclassified.

General discussion and agreement that a 10 step system is preferable to the consultant's recommended 15 step system.

General discussion and agreement with proposed job title changes.

General support for exploring and analyzing the requested changes. No decisions were made, but there was interest in digging further into the requests from the Libraries and the Executive Assistant.

Next Steps:

At the next meeting Walter will review some funding scenarios. Currently the cost to implement based on the study would be \$109,000 for year one on a 10 step system.

Board directed Walter to begin initial conversations with the respective unions. Matt will liaison with UE, Chris will liaison with NAGE, Rich will liaison with Police.

Boutwell makes the motion to adjourn the executive session at 7:43 PM. Seconded by Lord, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Lord - Aye

Boutwell makes the motion to adjourn the regular meeting at 7:45 PM. Seconded by Lord, approved unanimously. Boutwell – Aye, Kuklewicz – Aye, Lord – Aye

Approved:

✓ Richard J. Kuklewicz

Release to the Public:

✓ Yes

 Not Yet

7/9/25 Date

Date Released to the Public: 7/9/25

Town of Montague

Classification and Compensation Study

Mary Aicardi, HR Practice Leader

Patricia Lloyd, Associate, Project Manager

Michael Fishbein, Management Analyst

EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT

JOHN W. MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

What is a classification and compensation study?

- A review of current position descriptions
- A review of current compensation schedules and policies
- A review of the current “classification” grades or groupings
- A review of the internal equity of positions
- A market survey to evaluate the Town’s wages
- The development of accurate and legally compliant position descriptions
- A recommendation for an equitable compensation system

Benefits of a Classification and Compensation Study

- Accurate position descriptions for recruitment
- Accurate positions descriptions for employee evaluation
- Pay determinations are objectively made
- Addresses equity in classification and compensation
- Objective review ensures fairness
- Compliance with laws and regulations, including the Americans with Disabilities Act, Pay Equity and various employment laws.

A classification and compensation study is NOT:

- A **RE**-classification or an “upgrade” study
- A performance evaluation
- About the individual holding the position
- A staffing level study
- An evaluation of how many hours a position should be assigned

METHODOLOGY

Position Descriptions

- Orientations
- Position Questionnaires
- Interviews
- Draft Position Descriptions
- Edits and comments by employees and supervisors
- Final position descriptions

METHODOLOGY

Position Evaluation and Classification

- Position Rating System based on point factors
- Evaluates key characteristics including:
 - Supervision Received & Exercised
 - Education & Experience
 - Judgement & Complexity
 - Nature of Personal Contacts & Confidentiality
 - Work Environment & Physical Skills
- Groups positions into a classification or “grade”

METHODOLOGY

Creation of Compensation Schedule

- Conduct Market Survey and Analyze salary data
 - Use hourly wages so comparisons are accurate
 - Evaluate Average and Median rates to compare to current rates
- Determining minimum and maximum recommended rates of a range
 - Evaluate the survey data for those positions classified into the same grade
- Creation of Recommended Salary Schedule
 - Coalesce all the data, the current rates, the survey and the groupings to create a schedule with equalized steps

FREQUENTLY ASKED QUESTIONS

- The Town will not cut your pay
- Employees in the same title in the same department may be interviewed together (typically happens in DPW, Library, Police, Fire)
- The Collins Center only recommends. Implementation and any necessary collective bargaining are the responsibility of the Town
- The Towns for the survey are the market area and not necessarily “comparable” municipalities

ANY QUESTIONS FOR US?

Walk Through the Questionnaire