**Town of Wales**

**Finance Committee Meeting Minutes**

Wednesday, 10 October 2018 @ 7:00 PM

Wales Town Hall

In attendance: Keith Davis, Kimberly Jorge, Roy Lainson, Jillian Mustion

**Called to order at 7:05PM**

**Prior meeting minutes**09/13/2018 motion by Keith to approve the minutes

Seconded by Roy
Kimberly abstained
Motion passed

**New business**

Payscale Discussion: Leis stated that there was a salary study from similar towns but that certain factors such as quarterly versus semiannual billing make it difficult to compare numbers directly across towns without more information. Currently, we apply a blanket percentage increase to salaries without clear data on number of hours worked by each town employee. Discussed basing salary increases on experience, performance reviews, and longevity.

Jillian has taken data that had been forwarded to her from Leis and compiled it into a spreadsheet. She still needs more information on hours. She can factor in cost of each role per hour and divide it by the per capita population of Wales and compare this to other towns to determine actual versus suggested spending. At this point, she has already identified areas in which we may be over- and under-spending. However she needs more data on hours and other variables like fixed costs and fee collection that may contribute to salary. This could be done via questionnaire. Should also have clearly written job descriptions that are easily accessible, which each employee could potentially write for themselves. Discussed basing cost-of-living increases on federal guidelines to provide a clearer rationale behind them.

One good resource is Beth Bawdy, the Rural Community Chair. She can be reached at 413-824-2593 beth.bawdy@ruralcommonwealth.org

Commonwealth purchasing: There is currently some discussion as to the role of the chief procurement officer. This role takes a large amount of training and may be appropriate for wither a Board of Selectman or the executive secretary.

Health insurance: no one has heard of any progress on this issue and Rod will be reached out to for further information.

Financial Management Team: all municipal employees involved in town finances should meet "at least quarterly" according to bylaws. Advised James Whalen that a request for this meeting should come from the BOS.

Personnel Changes: Roy discussed his intention of scaling back his involvement in finance committee. As of this meeting, Kimberly will begin writing and distributing agendas and Keith will be in charge of spreadsheets.

**Reserve requests**None

Motion by Roy to adjourn at 8:01pm
Seconded by Kim

All in favor

The meeting is adjourned at 8:01pm.

Reserve Account

Beginning: $6,727.10

End: $4,727.10