



SELECTBOARD MINUTES - SPECIAL MEETING

DECEMBER 17, 2003

Members Present: Brian Greenia, Mark Struhsacker, Shaun Bryer and Brian Kellogg

Members Absent: James Paige

Department Heads: Paul D. McGinley, TA; Chief Richard Keith and Carol Bradley, Fiscal Services

Guests: Dominic Cloud, VLCT

Chair Brian Greenia called the meeting to order at 6:00 PM at the Morrisville Water & Light Facility.

GUESTS

DOMINIC CLOUD – VLCT: PAY PLAN CLASSIFICATION:

Dominic Cloud presented three handouts to the Board regarding Employee Compensation Plans. He discussed how employee compensation plans worked and explained that a job description for each position was necessary to determine each employee's skills and qualifications in order to classify their position. Each job description will be put into a classification schedule. Mr. Cloud explained that prior experience will be a factor in determining where an employee is placed on the pay scale when he/she begins employment, although length of service is not the key factor. Also discussed was the creation of an organizational chart.

Mr. Cloud will conduct interviews with all Supervisors and some individuals to determine job description for each position. VLCT will also compare the Town of Morristown to similar municipalities, but he stated that various positions may need to be compared to other positions and not just municipalities.

Performance evaluations play a part in determining annual salary adjustments. Examples given included: performance ratings such as unacceptable, below expectations, met expectations, exceeds expectations and extraordinary performance as well as whether an employee is in the top, third, second and bottom quartile of the pay scale. He explained there were many ways to rate performance. When the question was raised as to who would evaluate employees, it was stated that the Board could delegate that responsibility to the Town Administrator if they so choose, as the Board as a rule is not involved with the day to day activities.



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12. VLCT PACIF is not tracking DUI Convictions, therefore can be removed from the Personnel Policy as recommended.

11. For Section 5.19 Purchase Orders sub paragraph b), the Board elected to have the words "or designee" inserted after Town Administrator.

10. The Board approved the increase to \$50 from \$35 per day Travel/Education Reimbursement under section 4.65.

The Selectboard unanimously agreed to continue this meeting on December 29, 2003 at 6:00 PM.

ADJOURN

On a motion by Mark Struhsacker, seconded by Brian Kellogg, the meeting was adjourned at 9:05 PM.

Respectively submitted and filed this 24th day of December 2004.

Barbara Cochran, Administrative Assistant

Minutes to be presented for approval>

Minutes approved

Date