

## Finance Committee Minutes – 7/15/2014

The meeting was called to order at 9:00 AM. James Consolati, Tonio Palmer and Donald Puntin were in attendance. The following four items were discussed.

### **1. Employee job descriptions and salary ranges**

The committee recommends the use of a standardized job-description template for the creation of job descriptions for town employees. The committee will present such a template to the Board of Selectmen for consideration and approval. Once the template is finalized, with input from employees and their direct supervisors, formal job descriptions will be completed for all town employees. Based on the completed job descriptions and with information from other towns in Berkshire County, salary minimums and maximums will be established for each position. The committee reviewed proposed employee salary increases for the 7/1/2013 to 6/30/2015 fiscal year and will provide its feedback to the Board of Selectmen.

### **2. Implementation of new health insurance rules for elected officials**

As voted at the annual town meeting, to demonstrate eligibility for subsidized health insurance, elected officials must submit weekly time sheets. The committee reviewed a letter that the Tax Collector sent to the Selectmen, which outlines the various tasks performed by the Tax Collector. While accurate weekly time sheets will be the final determinant for health insurance eligibility, the Finance Committee will seek estimates for the total hours dedicated to each task during the fiscal year. If the estimates indicate that the new 20-hour requirement will not be met, the Finance Committee will support holding a special town meeting to adjust the Tax Collector salary. In fairness to all, we wish to complete this process well before the 12/31/2014 sunset date for grandfathered individuals. For both the estimates and salary adjustments we will seek input from the Tax Collector and other towns in Berkshire County.

### **3. Town Garage**

The committee would like to review a needs analysis before moving ahead with a new town garage. It is not clear if such an analysis already exists. If not, the completion of a needs analysis will be our top priority in regard to the construction of a new town garage.

### **4. Building Renovations**

The committee will develop a template to evaluate the condition of all town buildings. Once evaluations are completed the information will be used to document needed repairs and to set priorities.

The meeting adjourned at 11:00 AM.