



**Chesterfield Select Board Minutes  
Monday, February 06, 2023 at 12:00 p.m.  
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 12:00 p.m. by Mr. Fuller.

**Select Board Members Present:** Trish Colson-Montgomery and Don Willard

**Select Board Members Participating Remotely:** Roger Fuller

**Select Board Members Absent:**

**Town Administrator Present:** Brenda Lessard

**General Public Present:** Susan Labrie

**Recorder of Minutes:** Brenda Lessard

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

This meeting was conducted with ZOOM access for the public.

**Personnel Policy:**

Ms. Labrie was asked on December 19, 2022 if she would be interested in updating the wage and compensation chart and review the proposed Personnel Policy to ensure all the current policies were included in the new document. This meeting was scheduled to discuss the wage and compensation plan update that Ms. Labrie did and the proposed Personnel Policy review and corrections that Ms. Labrie had done. Ms. Labrie had sent her draft documents to the board for review prior to the meeting. The Select Board reviewed the changes in the proposed personnel policy and were okay with the additions, deletions and corrections that Ms. Labrie had done. The board noted what new appendices would need to be added. There was an item that will need to be cleared up with the Treasurer regarding benefits being paid for leaves longer than five days. The Bluetooth policy in the personnel file needs updating to reflect hands free use in a town vehicle. Ms. Labrie will make the changes discussed and send a final draft to the board.

**Wage and Compensation Plan Updates:**

Don Jacobs had done a wage and compensation plan with Ms. Labrie while Ms. Labrie was the Town Administrator. As she was involved with the process on how the plan was developed, she was asked to update the chart which had data from three years ago. These plans will be used for employee wage adjustments beginning in FY2024. The Finance Committee had used the initial data provided by Don Jacobs to adjust some wages for FY23. Ms. Labrie noted she had asked the surrounding towns to Chesterfield for wage and compensation data and then asked for the same data from the second layer of

surrounding towns. The Select Board reviewed the data. There were discussions on how the data is determined for hiring range, mid range and growth range. Those figures are based on percentages. An hourly rate for the positions needed to be determined for all the data she received to get an average hourly wage. There was discussion on the years of service and what year of service the new hire, mid and growth ranges are.

**FY24 Budget:**

The Select Board began the review of the FY24 budget going line by line. There was discussion on cutting back the printing of town reports by 50 copies. There has been an increase in the amount of copies that are left over. The Select Board got through a little more than 50% of the budget and will review the rest at the next meeting.

**DLTA Grant Paperwork:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the DLTA Grant paperwork for submittal. This grant is for technical assistance for Larry Cervelli and Joe Gazillo in moving the MVP (Municipal Vulnerability Program) process forward.

**Meeting Adjourned:**

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to adjourn the meeting at 1:47 p.m. The vote was unanimous.