



**Chesterfield Select Board Minutes
Monday, February 7, 2022 at 12:00 p.m.
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 12:10 p.m. by Mr. Fuller.

Select Board Members Participating via ZOOM: Roger Fuller and Trish Colson-Montgomery

Select Board Members Absent: Don Willard

Town Administrator Present: Brenda Lessard

General Public Present Via ZOOM: Don Jacobs

Recorder of Minutes: Brenda Lessard

This meeting was held via ZOOM Platform

The Select Board met via ZOOM with Don Jacobs who had worked with the Town doing a Personnel Policy and a Wage & Classification Plan, along with Job Descriptions.

The Select Board and Mr. Jacobs reviewed the final personnel policy and agreed to some changes and deletions from the final draft. Some items in the policy draft did not pertain to the Town of Chesterfield and will be deleted from the final policy. Ms. Colson-Montgomery will edit the final policy.

The Select Board discussed the proposed Wage and Compensation Plan with Mr. Jacobs. Mr. Jacobs explained the market rate of adjustment and giving raises based on performance rather than COLA. He explained with a competitive pay band the Town should look at what is available for raises and give the raises to the employees who have a good job performance and do their job well. He noted that the job is done better if the employee is compensated for the job they do rather than knowing they will automatically get a COLA raise along with every other employee.

The discussion then turned to policies and what should be in the personnel file. Job performance evaluations have not worked well in Chesterfield as the Select Board is not present to see the Town jobs being done. Mr. Jacobs will send some forms and policies for review by the Select Board to see which should be included in the final Personnel Policy.

The Select Board thanked Mr. Jacobs for his time and expertise.

The meeting adjourned at 1:10 p.m.