



**Chesterfield Select Board Minutes**  
**Wednesday, December 7, 2022 at 11:30 p.m.**  
**Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 11:30 p.m. by Mr. Fuller.

**Select Board Members Participating Remotely:** Roger Fuller, Trish Colson-Montgomery, & Don Willard

**Town Administrator Present:** Brenda Lessard

**Recorder of Minutes:** Brenda Lessard

The Select Board met to discuss the Personnel Policy regarding Compensation and Classification and some housekeeping articles in regards to holidays and vacation time. The board would like to add an appendix to the personnel policy regarding compensation and classification after meeting with the Finance Committee.

The board discussed doing a market survey. They noted that according to Don Jacobs it is the Town Administrator's responsibility to either personally do the market survey or to hire someone to do it. Mr. Fuller noted the importance of keeping this information updated and the whole board agreed. The board opined that this update should be done every three years. The last survey was done in 2020. It is time for updated data. Ms. Colson-Montgomery opined that the board should talk to the previous town administrator, Sue Labrie, as she was the one who worked with Don Jacobs when he developed the current compensation and classification chart. She trained on how to do the research. The board noted that Franklin Regional Council of Governments (FRCOG) does a market survey chart but it is done for towns in the Franklin County region. Mr. Fuller noted that the Hampshire Council of Governments (HCOG) used to do one for Hampshire County until they disbanded. The board noted that Sue Labrie knows how to do the calculations and the board would like to have this data collection completed by January 31<sup>st</sup>. Mr. Fuller will reach out to Ms. Labrie to see if she is interested in doing this update to the wage and classification chart.

In comparing the current Personnel Policy with the new proposed policy, it was noted they do not appear to contain all the same information. The board would like to compare the two and make sure all the information from the current policy is in the new policy with the updated information. They do not want to miss anything that should be included. The board will ask Ms. Labrie if she can compare the two when they speak with her about the market survey work research.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to add Juneteenth to the holiday list in the personnel policy under Article 29, Section A. This holiday is now a federal holiday.

The Select Board had previously discussed a change in the policy regarding using the previous year's vacation time. The current policy is that vacation time needs to be used up by January 31<sup>st</sup> of the next fiscal year. The highway superintendent noted that this can interfere with winter operations if the town has a severe winter. The Select Board had previously agreed to extend that date to June 30<sup>th</sup> of the next

fiscal year. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to change the date of January 31<sup>st</sup> to June 30<sup>th</sup> of the next fiscal year under Article 30, Section C of the current policy regarding using vacation time.

The Select Board discussed the recommendations they received from the Finance Committee. The Select Board opined that the Finance Committee can make their own internal policies but not town policy. The Select Board is happy to incorporate some of the suggested information and policy into an appendix for the proposed new Personnel Policy. The board will ask Ms. Labrie if she can write the appendix after a discussion with the Select Board regarding what they would like to see in said policy.

Mr. Fuller will reach out to Ms. Labrie to have her come meet with the Select Board to discuss the work and see if she is interested.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to adjourn. The motion was so voted.