



# PERSONNEL COMMITTEE MEETING

May 20<sup>th</sup>, 2025

Via Zoom

4 PM

## Meeting Minutes

### ITEM 1 Call to Order

Councilor Norman Belanger called the meeting to order at 4:03PM with Councilor Doris Ortiz also present. Councilors Scott Whiting and William Emheiser were absent and excused from this meeting. Also present were Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), Lynn Abbott (HR Specialist), Shelly Gibson (Deputy Director of HR), and Sarah Hulbert (Administrative Assistant). Councilor Roger Beaupre and several other employees were also present.

### ITEM 2 Approval of Minutes

No minutes were posted and therefore will be reviewed in the next meeting.

### ITEM 3 Discussion

#### 3.a Non-Union Wage Discussion

Diana DePaolo shared an update on non-union wages and gave a summary of the published memo, highlighting the status of salary scales and wages, as well as existing challenges. She reminded the committee that currently, there is not a mechanism for where to place someone on the scale when hired and Department Heads do not have the capacity to increase or change wages within their own departments. In the past, the City Manager's office made decisions about wages, sometimes with little explanation.

The City has not done any type of audit or evaluation in nearly 9 years. This makes it difficult to stay consistent and equitable, particularly as the City grows, responsibilities increase, and staff numbers largely remain the same.

Diana recommended external compensation and classification study, COLA increases, effective July 1<sup>st</sup>, and additional non-wage-based compensation (stipends, bonuses, etc.). Additionally, giving Department Heads more agency to determine merit-based increases, as well as developing rubric for establishing compensation for new hires, starting at the lowest part of the pay scale. Administrative staff and Account Clerks are some of the lowest paid staff in the City.

Council Belanger asked for clarification regarding money in the current budget for any of the aforementioned suggestions. Brian clarified there was a specific dollar amount that could potentially cover COLA's.

Members of staff and the additional City Councilor spoke about the lack of bargaining/advocating power that non-union employees have. They also encouraged the committee to consider the range of work done within a variety of positions, including Department Heads. Staff feel that job descriptions should impact the pay scale, and staff culture (leadership, management, training, etc.) are all essential to the employee experience. Additionally, they brought attention to the fact that more recently, employees have been transferring to different cities and towns because of higher wages.

The Acting City Manager agreed that doing an assessment in-house is very comprehensive and not altogether feasible given the plethora of factors. He did state that the current budget does not include a lot of room for merit-based increases or retroactive pay if the City follows through with a survey/assessment and determines wages should increase.

Councilor Ortiz agreed that it would be effective to bring in an outside professional to evaluate the current scales and wages, just as we do with the unions. Employees work hard and are proud of the City and should be compensated accordingly. Wages are an essential part of staff retention. Councilor Belanger commented that the committee will likely want to involve the full Council in this discussion, given the effect it could have on the budget. He suggested a projected COLA on July 1<sup>st</sup>, with an additional combination of merit-based pay and other incentives, knowing that it's not possible to please everyone all of the time. He requested that the HR Director research what the cost of a compensation study/survey might be.

### **3.b City Hall Hours Discussion**

Councilor Beaupre shared that he brought this topic to the committee Chair, given some conversations with the public and at the Council level about the varied hours of City Hall. Some members of the public struggle to remember the hours because they lack consistency, and/or can't access City services when needed. The committee and attendees largely agreed that moving to a 5-day work week would be unfavorable, but considering consistent hours might be worth further investigation

Councilors Ortiz and Belanger made a point to share their appreciation for City staff and acknowledged the commitment and effort employees put in on a regular basis.

### **ITEM 4                      Other Business**

### **ITEM 5                      Adjourn**

Councilor Belanger adjourned the meeting at 5:04 PM.

### **Personnel Committee Members:**

Councilor William Emhiser, Chair  
Councilor Norman Belanger  
Councilor Doris Ortiz  
Councilor Scott Whiting