

MEMORANDUM

TO: Board of Selectmen

FROM: Personnel Board

DATE: August 17, 2015

RE: Town Employees' Bonuses/One Time Adjustments (1TA)

It was recently announced at a Board of Selectmen meeting that the incumbents in the following positions were going to be given bonuses/1TA: Accountant, Assistant Treasurer/Collector, Director EMS, Executive Assistant, Interim Superintendent of Public Works Operations, Police Chief, Town Clerk/Treasurer/Collector, and Town Administrator.

The Personnel Board acknowledges that these employees have worked diligently, conscientiously, and in some cases had taken on added responsibilities. The Personnel Board does not feel that those employees who received bonuses /1TA are not deserving of recognition. However, this action begs the question of fairness to other town employees who may have done the same.

The Personnel Board is concerned with that and the following issues:

1. What is the legal authorization for this type of added compensation; i.e. is it within the Town By-laws or an interpretation of these By-laws? Is there precedence for this action?
2. What procedure was followed in the decision making concerning which employees would receive this added compensation and how was the amount of added compensation calculated?
3. Is this action reflected in minutes for the Board of Selectmen Meeting in which this was discussed and decided?

At this time the Personnel Board's members have received questions from town residents concerning this action and the Board is also concerned with the morale of all town employees.

The Personnel Board requests that both Boards meet to discuss this issue. Thank you.