




TOWN OF MILLIS

TO: Board of Selectmen
FROM: Town Administrator 
DATE: March 22, 2019
RE: Update to Personnel Plan Schedules

Enclosed is the updated Millis Personnel Plan Schedules which I am recommending for approval by the Board of Selectmen and by Town Meeting.

Listed below is the recent history of increases to the Personnel Plan.

FY17 0% increase
FY18 3% increase
FY19 2% increase

I am recommending a 2.5% increase for the entire plan with the following exceptions/changes. Please note that with a 2.5% increase in FY20, the average increase per year over the last four years is 1.875%. I believe that this request is fair and appropriate.

Changes/Exceptions

The COA Director Stipend is based on the number of hours the Director works per week.

The Director has requested an additional 2 hours/week. Therefore the increase is higher than the allotted 2.5%.

The inspectors per inspection rate will remain at \$40

As a result of the minimum wage increasing faster than 2.5% several positions have been set at the State minimum wage.

A new position of Part Time IT Administrator has been added to the plan to account for this newly requested position.

Please let me know if you have any questions.

Thanks.