

**TOWN OF HAMILTON  
FINANCE & ADVISORY COMMITTEE  
MAY 19, 2015**

The Finance & Advisory Committee met at the Hamilton Senior Center at 7:01 p.m. on Tuesday, May 19, 2015 with Rick Sprenkle, Charles Chivakos, Nick Tensen, Michelle Stecyk, David Wanger present. Town Manager Michael Lombardo, Finance Director Deborah Nippes-Mena, BOS liaison Bill Wilson, HW Library Director Jan Dempsey, Wenham Finance Committee Chair Mike Lucy and Wenham Finance Director Angel Wills also present.

**Call to order**

Rick Sprenkle called the meeting to order at 7:01 p.m. and introduced FinCom's new member David Wanger.

**Review the final version of the Library Wage and Salary Classification**

Discussion ensued about wage and classification study done for 72 positions with job descriptions graded on same point system. There are two grading systems related to salary structures (one for HW Library and one for Town of Hamilton). Market based data was used and low grade for Town of Hamilton is \$9.45 an hour and low grade for the HW Library is \$10.08 an hour. The hourly minimum wage for Town of Hamilton is \$9 based on state minimum.

The recommendation from Hamilton, Wenham and HW Library personnel is for the HW Library to have its own standalone wage table for an 8-step system with 2% increase between each step. The timeframe associated with steps has not been determined. Hamilton FinCom voted in April to have 8-steps. Wage and salary studies should occur every 10 to 12 years.

For FY'15 there is going to be a shortfall for library salaries due to retroactive pay to July 1, 2014 of \$1,800 for both towns, Hamilton's share of \$1,200 was budgeted for FY'15 in library departmental account line since an increase was expected. For FY'16 the COLA shortfall is \$12,000 and Hamilton's share of salary costs is \$8,000 which will be paid to Wenham as the lead town. A 2% COLA will be effective July 1, 2015 and step increase effective on each library employee's hiring anniversary date. The towns will have to go to Town Meeting for appropriation for increases in FY'16 or use reserve fund transfers to make up shortfall. Wenham is the administrator of the library and it's Town Meeting will vote the compensation table for the library. Formal approval on the

recommendations for the library wage and salary classification will be done during a joint meeting of the Finance Committees for the two towns on June 2. Employee salary ranges will be shown by employee groups and compensation table would be voted at annual Town Meeting.

Discussion addressed how in FY'15 library employee salaries already received percentage increases (2% COLA and 1% toward pay step = 3%). Each library employee's anniversary date would trigger the next step until step 8 is reached. Discussion was on eight, one-year steps at 2% a step. A probation policy is used in Hamilton for new employees from 180 days or longer. In Wenham and at the library, the probationary period is three months. Wenham also does step increases at an employee's appointment anniversary date. The new wage and classification plan will allow Hamilton to get rid of step increase after six months for new employees. It will be noted on Hamilton's current wage table what the incumbent wages are for the library personnel.

HW Library Director Jan Dempsey stated that she was comfortable with the recommendation, and validation of library wage table is expected at joint FinCom meeting on June 2 as well as discussion about next steps to adopt wage table. Also noted was that calendar should be set for FY'17 budget planning to move forward with budget process between the two towns and HWRSD, and whether or not library budget should be increased to allow the library to be open on Sundays.

**Discuss the funding options for salary adjustments for HW Library**

Discussion ensued about if FinCom should make up its share of the HW Library salaries shortfall from FinCom reserve fund and then replenish the reserve at fall Town Meeting.

**Discuss and Vote Year End Transfers and Finance Reserve Transfers**

The FinCom will address year end transfers at its next meeting. The Committee reviewed its vote on July 17, 2014 to fund \$50,000 to support a DOER Grant for replacement of street lighting. Subsequent to this vote the Town received reimbursement of Green Communities grant funds from Johnson Control. The DOER has agreed that these funds can support the Town's contribution to support the current LED street lighting replacement grant.

Sprenkle entertained a motion to vote reduction of original reserve fund transfer request from \$50,000 to \$25,645. (The surplus amount of \$24,355 will be returned to the

2015 Finance Reserve Fund.) Charles Chivakos so moved. Nick Tensen seconded the motion. VOTE: Unanimous with five FinCom members present.

**Review liaisons for new year**

Discussion ensued about Committee members considering and offering to serve as chair, vice chair and/or secretary/clerk for the coming fiscal year which will be addressed at subsequent FinCom meeting. Also that Chivakos is currently the liaison for police, fire and ECO, Tensen is liaison for DPW and recreation, Michelle Stecyk is liaison for planning and part of Town Hall administrative functions, Sprenkle is liaison for HWRSD (it was suggested that all FinCom members should plan to attend HW School Committee meetings). There is also COA and more Town Hall administrative functions that need a liaison. The FinCom will add Community Preservation Committee and Hamilton Development Corporation to its liaison list. Sprenkle will send the Committee an email with liaison assignments and to remind members to notify him if they are interested in serving as chair, vice chair, secretary.

**Vote Minutes: November 18, 2014, January 12, 2015, January 17, 2015, January 24, 2015, March 7, 2015 and March 31, 2015**

The Committee will vote on amended March 31, 2015 minutes as well as February joint meeting minutes at its June 2 meeting.

Chivakos moved to approve the minutes for the November 18, 2014 meeting. Tensen seconded the motion. VOTE: 4-0-1 since Wanger did not attend.

Chivakos moved to approve the minutes for the January 12, 2015 meeting. Tensen seconded the motion. VOTE: 4-0-1 since Wanger did not attend.

Chivakos moved to approve the minutes for the January 17, 2015 meeting. Tensen seconded the motion. VOTE: 3-0-2 since Stecyk and Wanger did not attend.

Tensen moved to approve the minutes for the January 24, 2015 meeting. Chivakos seconded the motion. VOTE: 3-0-2 since Stecyk and Wanger did not attend.

Chivakos moved to approve the minutes for the March 7, 2015 meeting. Tensen seconded the motion. VOTE: 3-0-2 since Stecyk and Wanger did not attend.

**Discuss Annual Report**

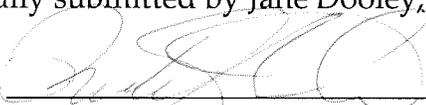
Discussion ensued about importance of communicating to Town residents correct financial information (i.e., water rates, OPEB debt) and how former Town Moderator Bruce Ramsey had recommended a financial annual report be done and distributed before annual Town Meeting. This would not duplicate the financial section in the Town's annual report. It needs to be understood how much a financial report would cost to produce. The Town departments are working with Hamilton's Communication Manager Bobby Gates to communicate updates on municipal Town actions via social media and these updates should include financial information especially about long term planning.

**Set meeting schedule through September**

Discussion was about including three-minute public comment period on FinCom meeting agendas moving forward. The next Finance and Advisory Committee meetings will be on June 2 with Wenham at Wenham Town Hall and FinCom will address reserve fund transfers in Hamilton before or after the meeting, July 14, and August 17 for joint capital improvement plan discussion with BOS.

Chivakos moved to adjourn at 9:00 p.m. Tensen seconded the motion. VOTE:  
Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:   
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Rick Sprenkle, Chairman