

**Joint Finance Committee/Capital Committee Meeting  
February 17, 2015  
Butterick Building, Room 205**

The joint Finance Committee/Capital Committee meeting was called to order at 6:05 PM, by Chairmen Bob Brown (FinCom) and Joe Sova (CapCom).

Chairman Bob Brown announced that the meeting was being taped by Sterling/Lancaster Cable Television.

**In Attendance:**

Finance Committee - Bob Brown, Joe Sova, Cynthia Secord, Ed Sweet, Mary Cliett (arrived at 6:11 PM) and Barbara Bartlett (arrived at 6:15 PM).

Absent: Jerry Kokernak

Capital Committee - Joe Sova, Bob Brown, Mary Cliett, Michael Murphy and Arden Sonnenberg  
Absent: Jerry Kokernak and Scott Moroney.

Also present, Interim Town Administrator Michael Szlosek

**Capital Requests for FY16:**

Representatives from these departments presented their requests: Police, Fire, DPW, IT and Facilities. The requests were discussed in detail and taken under advisement.

**Approve Minutes of Prior Meeting:**

A motion to approve the minutes of the Finance Committee meeting on February 3, 2015 was made by Joe Sova and seconded by Mary Cliett. Bob Brown, Cynthia Secord, Joe Sova, Mary Cliett and Barbara Bartlett in favor. Ed Sweet abstained as he was not present at that meeting.

A motion to approve the minutes of the Capital Committee meeting on February 3, 2015 was made by Mike Murphy and seconded by Mary Cliett. All were in favor and the motion carried.

**Adjournment of Capital Committee meeting:**

Having completed business involving the Capital Committee, a motion to adjourn the meeting was made by Mike Murphy and seconded by Arden Sonnenberg. All were in favor and the Capital Committee adjourned at 7:30 PM. The Finance Committee meeting continued.

**Discuss and Review the Proposed FY16 Employee Compensation Plan:**

Jed Lindholm (Personnel) and Don Jacobs (HR) attended the meeting to explain the proposed compensation changes.

- **Market Equity Adjustment** - As explained, there are 10 non-union employees, out of 41 total non-union employees, with years of employment ranging from 3 to 30 years, whose compensation for their positions is below the market rate of their range structure. Jed and Don proposed bringing up their pay rate to the 90th percentile of the range structure to make the positions more competitive with other communities. The financial impact of this proposal for FY16 would be \$17,291.00.

- **Compensation** - The proposed percentage for compensation for FY16 is 2-1/2%.
- **IT Training** - Jed and Don are requesting \$5,000 for training employees on the Office 2013 upgrade. This amount will be in the HR budget.

**Schedule Next Meeting:**

A meeting of both committees has already been scheduled for February 25, 2015, from 6 PM until 7 PM, at which time the committee members will adjourn to attend the Board of Selectmen meeting.

**Adjourn:**

A motion to adjourn the Finance Committee meeting was made by Ed Sweet and seconded by Mary Cliett. All were in favor and the meeting adjourned at 8:25 PM.