

**TOWN OF CHARLOTEE
EMPLOYEE COMPENSATION WORKING GROUP MEETING
October 17, 2023
Charlotte Town Hall and via teleconference**

GROUP MEMBERS: *In Person:* Kelly Devine, Margaret Woodruff, Joel Cook, Matthew Citarella, Ted LeBlanc, Tanna Kelton, Greg Cluff

ADMINISTRATION: *In Person:* Nathaniel Bareham

Kelly Devine called the Working Group to order at 4:30 PM.

Welcomes and Introductions

Kelly Devine welcomed the members of the working group. Each member introduced themselves and spoke on their motives to join this working group.

Review of Employee Compensation Plan Working Group Memo

Kelly Devine provided information on the short and long terms goals for this working group. In the short term, the Group is to provide a set recommendations to the Selectboard by mid-November that would see a \$20,000 reduction in costs for this upcoming fiscal year.

Review of Town of Charlotte Personnel Policies

Kelly Devine presented an overview of the Town of Charlotte’s current personnel policies, and the health benefits currently provided to full and part-time employees. Members of the group asked questions regarding the eligibility of part-time employees to receive benefits. Kelly asked Nate Bareham to research whether Town employment agreements reference the Town’s personnel policies.

Review of VLCT Survey of Municipal Compensation

Kelly Devine presented a brief overview of the 2022 VLCT Survey of Municipal Compensation. The Group agreed that the 2023 VLCT Survey of Municipal Compensation should be reviewed.

Discussion on Options to 2024 Employee Benefits Plan

The Group discussed different strategies that could be used to find the \$20,000 reduction in costs. The Group discussed if any outside health benefit models exist that could be used as a reference.

Margaret Woodruff said she will research the health benefits offered by other towns of comparable size and income. Tanna Kelton said she will research the University of Vermont’s health benefits system, and others.

The Group discussed whether a payment in lieu of health benefits option would be viable. Joel Cook said he will draft a memo to provide to employees regarding a payment in lieu of a health benefits package.

Ted LeBlanc said he will research the Department of Labor's Cost of Living Adjustment calculations. Matthew Citarella said that he will gather HRA data for the past 10-years and develop a model to present at the next meeting.

Next Meeting Time

The Group agreed to meet at 4:30 PM on October 24th, 2023 at the Charlotte Town Hall.

Adjournment

Kelly Devine adjourned the group at 6:08 PM

Minutes respectfully submitted by Nathaniel Bareham, Minute Taker.