

Finance Committee Meeting Minutes
November 15, 2023

Finance Committee Members Present: Larry Cervelli, John Follet, Carol Jolly, Lee Manchester, Justin West, Sarah Hamilton

Town Officials and Public Present: None

Scribe/Recorder of Minutes: Sarah Hamilton

1. The meeting was convened at 1:04 PM by Larry Cervelli, who reviewed the agenda.
We agreed to discuss hybrid meetings in the future and revisit our public meeting rules in light of recent meeting events in the valley.
2. Past minutes: Minutes of the July 14, as revised, were reviewed with additional comments from Mr. Cervelli. They were then approved unanimously.
3. New Scribe: Ms. Doucette was approached to be the scribe however she works full-time during the day and would not be available unless we return to night meetings.
4. Continuation of Discussion on Compensation System and Issues Related to Budget Development:
The subcommittee memo which summarized the work over the last year by the Finance Committee was reviewed. A draft form was reviewed for use by the Finance Committee when compensation increases are requested, in the event that additional consultant work on the compensation system is not moved forward by the Select Board in the very near future. In that circumstance the form would be completed by the Select Board and submitted to the Finance Committee. The conversation held with Mass Municipal Association's Human Resource Practice Group board member Joanne Faust was reported on by Mr. Cervelli and Ms. Hamilton. MMA has a compensation benchmark database which is under evaluation by the MMA. We had hoped it might be of some use to the Town of Chesterfield, however it is 10 years old and in need of software updates to improve its usefulness to the full MMA membership (used by 50 of 200 towns). Ms. Faust, the director of HR for Burlington (pop. 25,000) recommended the use of professional HR consultants every couple of years to provide comparable and professional benchmarking information and shared a list of groups who have deep experience in Massachusetts and New England, and who work exclusively with municipalities, non-profits or small businesses (Attachment 1). Revisions to the memo and the form will be provided for discussion at the next Finance Committee meeting.
5. Items Deferred to Next Meeting: Discussion of meeting rules, zoom/hybrid meetings, learnings from MMA Finance Committee Annual Meeting, and three-year look back analysis.
6. Next Meeting: Wednesday, November 29, 2023

The meeting was adjourned by Mr. Cervelli at 2:50 PM.

Respectfully submitted,

Sarah Hamilton

Accepted by: Finance Committee

Date: 11-29-23

Submitted by: Sarah Hamilton

Date: 1-9-24

Attachment 1: Recommended Professional HR Consultants