

## **Town of Franconia Salary and Benefits Review Committee**

In attendance: Tinalyn Caisse-Knox, (Scribe), Lydia Cumbee, Dawn Steele (Chairperson), John Lachapelle, Jeff Woodward,

May 5, 2016, 11am

Town Hall, Franconia, NH

### **A. Set Goals with Timelines:**

1. Investigate the current salary ranges in neighboring towns of NH, by May 5, 2016
  - Send info that was collected to Lydia for input on an overall spreadsheet, finish by May 12
2. Investigate Benefits/Insurance options for town employees to improve their coverage and benefit packages and for optimal tax dollar usage
  - Write up our committee recommendation about Medicare eligible employees and discuss requirement to apply
  - Meet with Patty Stewart, Health insurance broker, Lydia to call to arrange meeting with this committee
3. Investigate Retirement Programs
  - Identify the NH State program, TLC, by May 12
  - Identify our existing provider and costs, TLC by May 12
4. Design and recommend a salary proposal which reflects the level of expertise and years of experience and needs of the community, on hold
5. Assist select board with preparing a recommendation to re write job descriptions, defining the hours, qualifications and scope of work, on hold
6. Investigate exempt versus nonexempt status of each town employee position
  1. Identify time clock programs and possibilities, Jeff by May 12
  2. Check federal ruling on exempt / nonexempt, Dawn
7. Plan at this time is to make recommendations to the select board as we finish each component of these goals and to recommend that these changes and adjustments are reviewed by legal advisors.