



TOWN OF MILLIS

TO: Select Board

CC:

FROM: Michael Guzinski, Town Administrator

DATE: March 21, 2024

RE: Article to Update Personnel Plan Salary Schedule

Greetings,

As part of the Spring Annual Town Meeting certain changes are made to the Personnel Plan (under Article 8) in order to update salary/stipend levels and other benefits.

I am recommending the following changes to the Personnel Plan for FY25:

- A 2% salary/stipend increase to all positions currently in the Personnel Plan
- A pay adjustment to the salary of Part Time Dispatchers in order to attract and retain quality employees
- Remove position of Sealer of Weights & Measures (recently contracted with the Town of Medway)
- Add a Project Manager Stipend of \$1,000 per month for managing special projects
- Make one time 4% adjustment to the ZBA Assistant Stipend
- Remove the two Respite Care positions that no longer exist
- One time stipend adjustment to the Finance Committee Assistant

I'm recommending that the Board vote to approve these changes to the Personnel Plan for submittal and approval by the Annual Town Meeting.

Please let me know if you have any questions regarding this matter.

Thank you.

SCHEDULE A FY2025

7/1/24 Effective Date

SCHEDULE A - CLASSIFICATION PLAN APPROVED @ 05/07/24 ATM

Weekly Salary and Stipends

GRADE POSITION

SCHEDULE B FY25

APPOINTED SPECIALS

SEALER-WEIGHTS-MEASURE	\$ 8.035	PER	YEAR
PROJECT MANAGEMENT STIPEND	\$1,000.00	PER	MONTH
CERTIFIED WATER OPERATOR I	\$1,583.04	PER	YEAR
CERTIFIED WATER OPERATOR II	\$1,979.82	PER	YEAR
ZONING BOARD OF APPEALS ASSISTANT	\$4,500.00	PER	YEAR
ZONING BOARD OF APPEALS MEMBER	\$ 181.56	PER	YEAR
RESPIRE CARE PROGRAM MANAGER	\$ 24.88	PER	HOUR
RESPIRE CARE COORDINATOR	STATE MIN. WAGE		
COA VAN DRIVER	\$ 20.00	PER	HOUR
COA DISPATCHER	\$ 20.00	PER	HOUR
FINANCE COMMITTEE ASSISTANT	\$ 10,000.00	PER	YEAR

STATE MINIMUM WAGE EFFECTIVE 1/1/2023

\$15.00

CLASS B MOTOR VEHICLE OPERATOR	\$ 1,187.28	PER	YEAR
DIR. VETERANS SERVICES	\$19,101.54	PER	YEAR
ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE		
ON-CALL LIBRARY ASSISTANT	GRADE 2 STEP 1 OF SEIU CONTRACT		
RESERVE POLICE DETAIL RATE	POLICE UNION CONTRACT RATE		
DPW SEASONAL WORKER	STATE MIN. WAGE		
LIBRARY PAGE	STATE MIN. WAGE		
BOARD OF REGISTRARS -CHAIR	\$ 393.72	PER	YEAR
BOARD OF REGISTRARS MEMBER	\$ 121.38	PER	YEAR
SNOW CONTRACTOR 7AM-6PM	\$ 25.18	PER	HOUR
SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 37.78	PER	HOUR
SNOW MANAGEMENT STIPEND	\$ 3,858.66	PER	YEAR
BOARD OF ASSESSORS MEMBER	\$ 367.20	PER	YEAR
DPY ANIMAL CONTROL WEEKEND COVERAGE	\$ 100.00	PER	DAY
DPY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$ 25.00	PER	NIGHT