

***PRELIMINARY MINUTES***

**TOWN & VILLAGE OF LUDLOW  
COMPENSATION COMMITTEE**

**SELECT BOARD, VILLAGE TRUSTEES AND WATER COMMISSIONERS**

**December 22, 2017**

**SELECT BOARD MEMBERS PRESENT:**

Howard Barton, Jr., Chairman

**VILLAGE TRUSTEES PRESENT:**

Bob Gilmore, Chairman

**WATER COMMISSIONERS PRESENT:**

David Rose, Chairman

**STAFF PRESENT:**

Frank Heald

**COMPENSATION COMMITTEE MEETING**

1. Call to Order

- A. Howard Barton called the Select Board meeting to order at 8:00 AM.
- B. Bob Gilmore called the Trustees Board meeting to order at 8:00 AM.
- C. David Rose called the Water Commissioners meeting to order at 8:00 AM.

2. Discuss and Recommend Starting Wage RE: Municipal Manager Recruitment Process

- A. Frank Heald passed out wage information for the meeting discussion. He said the top sheet represents his current base pay, car allowance and for the past several years the boards have paid his contribution to VMERS. He said the balance is standard with one additional week's vacation.
- B. Frank Heald explained that the benefits of health, dental and disability/life are the same as non-union employees.
- C. Frank Heald said he looked into some nearby wage comparisons and found that every situation is different with comps and deferred income. He added that he does belong to the VTCMA, which is the Association of Municipal Managers.
- D. David Rose said those associations/memberships are a given.
- E. Frank Heald said in some cases when he attends conferences, he pays for his own hotel. He added that he pays for his own cell phone.

- F. Frank Heald said that John Neal commented on a memo sent by VLCT's, Heather Law. John feels we should leave the salary open. Heather Law indicated that there are some pros to including the wage information to attract more candidates.
- G. Howard Barton, Jr. agreed that the advertisement should include a wage range.
- H. David Rose agreed.
- I. Robert Gilmore agreed.
- J. David Rose said he would be in favor of an 85 to 105K range.
- K. Robert Gilmore said he was thinking of the same range, but was not married to that number.
- L. David Rose said it also includes the insurance benefits and they could negotiate a car.
- M. Howard Barton Jr. agreed that the benefits are a big plus and agreed with an 85 to 105K range.
- N. Frank Heald said he would be more inclined to use a range between a 90 to 100K range because it is not as broad.
- O. Frank Heald said in Vermont the high end is \$125,000 and \$120,000 with lots of benefits, but most fall within the 90 to 100K range.
- P. Howard Barton, Jr. asked about the VMERS contribution and should we negotiate?
- Q. Frank Heald suggested sitting down with the final candidate and negotiate VMERS.
- R. Howard Barton, Jr. asked if anything had been decided on the advertising.
- S. Frank Heald said he would like to have a brief meeting next week and sign off on the compensation, advertising and job description.
- T. Howard Barton, Jr, David Rose and Robert Gilmore agreed to warn a joint board meeting on Thursday, December 28, 2017 at 8:00 am.
- U. Frank Heald said the application timeline looks good.
- V. Frank Heald said the advertisement that is included in the board members packet represents a consolidated version and a few changes relating to a Bachelor's degree that should be desired rather than required.
- W. Howard Barton said they would be looking for someone with common sense, is hands on and is out and about and aware of what is going on in our community.
- X. David Rose agreed and added how Frank Heald is here on weekends, during special events and athletic events.
- Y. Frank Heald said they will look at a salary range of 90 to 100K, DOQ with excellent benefits.
- Z. Howard Barton, Jr, Robert Gilmore and David Rose were all in agreement with the salary range.
- AA. Howard Barton Jr. expressed some concern over the travel costs for candidates.
- BB. Frank Heald said they could offer skypes for candidates and incur no costs until they have the final two or three candidates.
- CC. Howard Barton Jr., Robert Gilmore and David Rose collectively called for a Special Joint Board meeting on Thursday, December 28, 2017 at 8:00 am in the Town Hall Conference room.

3. Adjourn

- A. **MOTION by David Rose and seconded by Bob Gilmore to adjourn. Motion passed unanimously by Trustees present.**

- B. **MOTION by Bob Gilmore and seconded by David Rose to adjourn. Motion passed unanimously by Water Commissioners present.**
- C. **Howard Barton Jr. adjourned for the Select Board.**
- D. **Meeting was adjourned at 8:25 am.**

Respectfully submitted,

Pam Cruickshank  
Acting Recording Secretary

SELECT BOARD

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Howard Barton, Jr., Chairman

TRUSTEES

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Robert Gilmore, Chairman

WATER COMMISSIONERS

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David Rose, Chairman