



## **Finance Committee Meeting Minutes**

### **Monday, November 21<sup>st</sup>, 2022 – 5:30 p.m.**

**City Hall (Downstairs Blue Conference Room)**

**In attendance:** Councilor/Committee Chair Vincent Ribas, Councilor/Committee Member Valerie Blake, Councilor/Committee Member George Dzjuna

**Others in attendance:** Mayor Jo Brown, City Manager Judie Milner, Finance Director Esaundra Gaudette (on the phone) and Police Chief David Goldstein.

Councilor/Committee Chair Ribas called the meeting to order at 5:30 p.m.

Salute to the flag was led by the board.

#### **Agenda Item I.**

Approval of meeting minutes from October 3, 2022:

City Manager Milner let the committee know that the secretary was unable to complete the October 3, 2022 minutes for this meeting and will have them ready for approval at the next scheduled Finance Committee meeting.

#### **Agenda Item II.**

Pay & Class Study Discussion:

Milner passed out the final pay and class study to the committee and discussed the main points on that along with a handout with scenarios/options to review. These handouts are attached to the end of the minutes.

Milner pointed out that COLA and steps are the two types of monetary raises. All 3 scenarios listed would move every employee up in pay scale if the FY24 budget passes in July. She also stressed that there are a lot of morale issues within each department due to how low the pay is for each position. There are higher paying positions in other communities, and there are some department heads that are already receiving offers from other communities.

Milner stated that they would have another opportunity to really look at this together after the CPIU is out. That should be ready by January 23, 2023 so there was a discussion about scheduling the next Finance Committee meeting for January 26, 2023. Milner stated that a workshop in February or March would be ideal to present to the council as well before putting together the budget for FY24.

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**Agenda Item III.**

Other Business:

Milner discussed that she has been talking with the department heads about a retention bonus to keep staff while waiting for the pay and class study to be implemented. They would like to stay competitive with other communities that are offering more money. The idea is that employees that have been with the city for a year would receive the bonus, employees that have not been with the city a year yet would receive the bonus at their one-year mark and this would go on until the pay and class is in place on July 1<sup>st</sup>.

The bonuses would be applied to all 92 positions and there has been some unexpected revenue this year that could cover the retention bonuses, including a sale of a property and some left over ARPA funding from water and sewer that came in under what they thought.

When recommended to the council, Milner stated that she would need to pull a resolution to appropriate this money.

**Motion to adjourn was made by Councilor/Committee Member Blake and seconded by Councilor/Committee Member Dzujna.**

**All in favor. Motion PASSED.**

Meeting adjourned at 6:41 p.m.

The next date for the City Finance Committee was scheduled for Thursday, January 26<sup>th</sup>, 2023 at 5:30 p.m.

Respectfully submitted,

Lisa Jones  
Executive Secretary

**Proposed Franklin FY2023 Wage Scale - General Administration and Non-Union Classifications - Series 1000**

Grade	Classification	1	FY2023 Adopted Pay Plan Step 1	Difference
1001	None	\$15.50	13.55	-\$1.95
1002	Account Clerk- City Clerk	\$18.50	16.07	-\$2.43
1002	Library Assistant	\$18.50	14.75	-\$3.75
1003	Administrative Assistant - Planning	\$21.30	17.55	-\$3.75
1003	Administrative Assistant- Municipal Services	\$21.30	17.55	-\$3.75
1003	Administrative Assistant to Fire Chief	\$21.30	17.55	-\$3.75
1003	Administrative Assistant to Police Chief	\$21.30	17.55	-\$3.75
1003	Assessing Technician	\$21.30	18.09	-\$3.21
1003	Children's Librarian	\$21.30	16.07	-\$5.23
1003	Firefighter	\$21.30	18.6	-\$2.70
1003	Recreation Program Coordinator	\$21.30	13.55	-\$7.75
1004	Deputy City Clerk/Deputy Tax Collector	\$24.30	16.77	-\$7.53
1004	Executive Secretary to City Manager	\$24.30	18.6	-\$5.70
1004	Finance Assistant	\$24.30	18.6	-\$5.70
1004	Firefighter/AEMT	\$24.30	18.6	-\$5.70
1005	Communications Supervisor	\$26.00	20.2	-\$5.80
1005	Drug Free Communities Project Coordinator	\$26.00	21.69	-\$4.31
1005	Firefighter/Paramedic	\$26.00	20.49	-\$5.51
1005	Fire Inspector	\$26.00	22.38	-\$3.62
1005	Master Firefighter	\$26.00	19.61	-\$6.39
1005	Working Foreman I	\$26.00	20.49	-\$5.51
1005	Welfare Administrator	\$26.00	21.69	-\$4.31
1006	Master Firefighter/Paramedic	\$27.60	21.69	-\$5.91
1006	Working Foreman II	\$27.60	20.49	-\$7.11
1007	Accountant	\$30.10	21.69	-\$8.41
1007	Fire Captain	\$30.10	22.82	-\$7.28
1007	Inspection Captain	\$30.10	24.92	-\$5.18
1008	City Clerk/Tax Collector	\$34.70	26.45	-\$8.25
1008	Fire Captain/Paramedic	\$34.70	24.6	-\$10.10
1008	Library Director	\$34.70	26.45	-\$8.25
1008	Police Sergeant	\$34.70	26.45	-\$8.25
1009	Municipal Services Deputy Director	\$38.50	27.99	-\$10.51
1009	Parks & Recreation Director	\$38.50	27.99	-\$10.51
1010	Deputy Fire Chief	\$41.30	32.82	-\$8.48
1010	Police Lieutenant	\$41.30	32.82	-\$8.48
1011	Prosecutor	\$45.00	29.04	-\$15.96
1012	Deputy City Manager/Finance Director	\$48.40	41.39	-\$7.01
1012	Fire Chief	\$48.40	41.39	-\$7.01
1012	Municipal Services Director	\$48.40	41.39	-\$7.01
1012	Planning & Zoning Director/Special Projects Coordinator	\$48.40	41.39	-\$7.01
1012	Police Chief	\$48.40	41.39	-\$7.01

**Proposed Franklin Police Department - NEPBA Local #214 FY23 Wage Scale Series 4000**

Grade	Classification	1	FY2023 Adopted Pay Plan		
			Step 1	Difference	
<b>4001</b>	Prosecutor's Secretary	\$18.50	15.56	\$2.94	
<b>4002</b>	Communications Specialist	\$19.80	18.17	\$1.63	
<b>4003</b>	Patrol Officer	\$24.60	23.78	\$0.82	
<b>4004</b>	Detective	\$26.00	23.78	\$2.22	

**Proposed FY2023 Franklin Municipal Services Department - SEA LOCAL #49 Wage Series 7000**

Grade	Classification	1	FY2023 Adopted Pay Plan Step 1	Difference
<b>7001</b>	Building & Grounds Custodian	\$16.50	13.56	\$2.94
<b>7002</b>	Light Equipment Operator	\$18.10	14.61	\$3.49
	Transfer Station Operator			
<b>7003</b>	Heavy Equipment Operator I	\$20.10	16.54	\$3.56
	Refuse Packer Operator			
<b>7004</b>	Heavy Equipment Operator II	\$22.10	17.28	\$4.82
<b>7005</b>	Mechanic	\$24.10	17.28	\$6.82

City of Franklin, New Hampshire														
Pay & Class Study Scenarios														
2022														
Scenario Description	Scenario #	Gross Pay	Social Security	Medicare	NHRS	WC	Unemployment	Health	Dental	Life/AD&D	STD	LTD	Grand Total Salary & Benefits	Comments
Base - current payscale		5,298,267.13	170,389.10	76,824.87	1,121,868.46	212,871.74	3,220.00	2,159,153.48	85,068.60	2,156.12	25,943.81	11,128.56	9,166,891.87	
Scenario as is difference from base	1	6,662,045.46 (1,363,778.33)	217,619.33 (47,230.23)	96,599.66 (19,774.79)	1,401,501.08 (279,632.62)	273,652.77 (60,781.03)	3,220.00	2,159,153.48	85,068.60	2,156.12	32,632.48 (6,688.67)	13,991.80 (2,863.24)	10,931,033.01 (1,764,141.14)	assumes steps; no COLA; people hired at top steps in current pay plan to compensate for low pay
Based on experience difference from base	2	6,108,736.11 (810,468.98)	198,933.89 (28,544.79)	88,576.67 (11,751.80)	1,285,440.70 (163,572.24)	250,338.64 (37,466.89)	3,220.00	2,159,153.48	85,068.60	2,156.12	29,866.67 (3,922.86)	12,813.56 (1,685.00)	10,207,696.68 (1,040,804.82)	assumes steps; no cola; based on experience
Based on experience no steps difference from base		6,037,016.08 (738,748.95)	196,553.01 (26,163.91)	87,536.73 (10,711.86)	1,270,408.38 (148,539.92)	247,372.05 (34,500.31)	3,220.00	2,159,153.48	85,068.60	2,156.12	29,517.33 (3,573.52)	12,662.75 (1,534.19)	10,114,056.77 (947,164.91)	assumes no steps; no cola; based on experience
closest without going over doesn't work because a lot will be at step 1 creating compression from the start														
Health Insurance 10%		214,377												