

RUTLAND TOWN SELECTBOARD COMMITTEE MEETING

PERSONNEL AND FINANCE COMMITTEE

OCTOBER 1st, 2025

The Personnel and Finance Committee of the Rutland Town Selectboard met at 12:00 PM on Wednesday October 1st, 2025, at the Municipal Town Hall. Present was Selectboard Chair Mary Ashcroft, Selectboard Member Matt Getty, Town Clerk and Treasurer Kari Clark, Town Administrator Bill Sweet, Town Police Chief Ed Dumas and Town Police Officer Jared Dumas

Discussed using a vendor to takeover the payroll processing for the Town.

- Town Clerk and Treasurer Kari Clark met with different vendors to discuss solutions. ADP was the one which best suited us.
- There is an upfront implementation cost of \$3000, then a monthly charge which would vary depending on how many employees were paid during the pay periods that month. ADP offers some discounts, and we are also eligible for state contract pricing. Between 20 and 60 employees are paid each pay period at one point or another.
- The monthly cost, using their high-end estimate, would be \$3000 for 20 employees, \$75 per employee. If all employees were paid, the cost would be \$9000. This does not reflect any discounts we would be eligible for.
- Earlier this year they had offered us a price of \$58 per employee.
- There are several challenges with payroll processing which is making the process more complicated. The current system, NEMRC, has limitations in their software which is also making it hard to use.
- ADP would be sent a copy of our employee policy so they would ensure they are meeting what we have in the policy.
- Timesheets would be submitted in their portal, which is then sent to the department head for approval, then it is sent on to ADP for processing.
- The Treasurers office will be a part of the management process. The actual processing will be done by ADP.
- ADP also offers Human Resource services, which is included in the monthly cost.
- Payroll processing is currently done primarily by the Town Treasurer and takes 2 full days per pay period to process. This time could be reduced to approximately 1 hour.
- Discussed having a presentation from ADP for the committee at a future date.
- Discussed what other municipalities use. Rutland City for example uses NEMRC for all services except for payroll, they use an outside service.
- Discussed future staffing plans for the Clerk and Treasurer office. One full-time Assistant Clerk and Treasurer member may be leaving. Ms. Clark would like to keep this position at Full time when the time comes.
- The current source to fund a payroll vendor now would have to be capital improvements. With the anticipated carryover from last year included with the previous balance, there is approximately \$633,000. The cost for ADP if the highest projections were used would be \$45,000, which would bring us through the end of this fiscal year.
- Additional meetings will be needed to discuss this.

Discussed the Rec Director position and compensation practice

- The Rec committee met recently and discussed this topic as well.
- Discussed the need to make sure this position is consistent with other salaried employees
- There may be a discrepancy between the Rec Director and the Board with the job responsibilities and what the actual compensation is and where it comes from.
- The Board needs to discuss this with the Rec Director to get understanding.

Discussed benefit time discrepancies with the Police Department

- Some PD members took vacation time during the last 2 weeks of June, intending to use the benefit time from the last fiscal year, but it was charged against the balance from the current fiscal year. Ms. Clark has asked any employee with questions to stop and see her to go over the calculations. There was no time lost.
- Discussed the calculation of comp time, and how it is displayed on employee's payroll stubs.
- NEMRC does not display anything for over 40 hours on the stub.
- The Treasurers office tracks this manually.
- The Town personnel policy caps comp time at 40 hours. Anything above that is paid out.
- No time has been lost, but it does involve some manual tracking.

The meeting adjourned at 1:06 PM.

Respectfully submitted, Bill Sweet