

## **RUTLAND TOWN SELECTBOARD COMMITTEE MEETING**

### **PERSONNEL COMMITTEE**

**NOVEMBER 7<sup>th</sup>, 2025**

The Personnel Committee of the Rutland Town Selectboard met at 1:00 PM on Friday November 7<sup>th</sup>, 2025, at the Municipal Town Hall. Present was Selectboard Chair Mary Ashcroft, Selectboard Member Matt Getty, Town Clerk and Treasurer Kari Clark, and Town Administrator Bill Sweet.

Kari Clark reviewed an update to employees in her office. Assistant Town Clerk and Treasurer Susan McGee has given notice she will be leaving the office on December 31<sup>st</sup>. This will leave 2 people in the office. Discussed increasing the pay rate for Deb Hall. A proposed increase to \$26 per hour from \$21 per hour in January was suggested and discussed. There will be some vacancy savings due to Susan leaving halfway through the fiscal year. These savings could offset this increase and still leave a surplus in the line. Discussed the impact on office operations without the third person. Discussed the process and timeline to look for and hire a new person.

Discussed how a payroll service could be helpful especially during this time. Ms. Clark has contacted other towns to ask how they handle their payroll process. Most have a dedicated department or person in their town who handles payroll. Payroll service providers have been researched as well. ADP is a service that seems to be the best fit. The annual cost is projected to be \$41,826 and includes a human resource support person. The cost includes all employees being paid on their typical schedules. ADP does processing for W2 and 1099 forms at the end of the year.

Discussed long-term staffing plans for the office. Selectman Getty asked for an email summary from Ms. Clark going over the rates and costs discussed today.

The proposed rate change for Ms. Hall will be recommended to the full board for a vote.

Discussed the requested policy to receive a payment if an employee opts out of taking the health insurance benefit. The committee discussed some materials found on the background of implementing this policy.

A special meeting will be warned for Wednesday November 12<sup>th</sup> at 5PM for the purpose of discussing this policy.

The meeting adjourned at 2:25 PM.

Respectfully submitted, Bill Sweet