

December 11, 2015

Chilmark Board of Selectmen
401 Middle Road
Chilmark, MA 02535

Honorable Selectmen:

We would first like to thank you and the Human Resources Board for initiating an impartial review of the Town's classification & compensation plan in July of 2014. Since a review had not been completed for approximately 15 years, it was essential for the Town to obtain current information on how its classification and compensation compares with other Towns of similar size and type.

The use of an impartial party to complete this review and make recommendations was a key element of the request from Town employees. We are encouraged that the two Boards proceeded with this format.

In May 2015, after identifying the type and scope of study required, the Town selected Human Resources Services, Inc. to conduct the study. Although the study was delayed during the fall, HRS, Inc. provided a final report to the Human Resources Board and the Board of Selectmen on December 4, 2015. The report included findings and recommendations in addition to the compensation information for each of the positions included in the study.

We have reviewed the memo from the Executive Secretary, provided to you at your December 1, 2015 meeting, suggesting the key steps that must be taken before bringing the topic to a Town Meeting vote. We recommend these next steps:

1. Determine the market percentile at which Chilmark would like to place the salaries of Town positions.
2. Update Chilmark's classification and compensation plan to match the proposed market percentile.
3. Determine the financial impact of the updated classification and compensation plan.

Since the Town is very close to completing this study using an impartial party, we respectfully request that you complete the effort using the consultant previously chosen, and that you convene a 5 person committee of one Selectman, one HR Board member, the Executive Secretary, one Town Hall staff member and one Library staff member to address these key next steps. We further request that the Town contract with HRS, Inc. to complete an updated classification and compensation plan to match the percentile chosen by the Board of Selectmen.

Thank you for your consideration,



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