

Personnel Committee Meeting Minutes: 16 Oct 2025

Attendees:

Mary O'Hara Moore, Personnel Committee Chair
Natalie Weare, Personnel Committee
Town Administrator, Jeremy Marsette
Advisory Board Chair Stephen Bonder
Assistant Town Administrator, Diane Moores
Finance Director, Deb Sieftring

Not Present: Leanne Winn

COLA FY'27

It was determined that a quorum was present so Mary O'Hara Moore called the meeting to order at 8:01am with the main agenda item to discuss COLA for FY'27.

COLA for FY26 was 2.5%. Mary reported that the recently published Consumer Price Index Summary reports that the all items index rose 2.9% for the 12-month period ending in 08/2025.

Discussion of merit-based pay. Mary has reviewed other towns' plans and noted that it would be a significant project to implement a merit-based pay plan consistently and fairly. Jeremy Marsette, Town Administrator, stated that the current Personnel Administration Plan and Town Bylaws do not contain any mention of merit-based pay. Jeremy offered to provide samples from other towns. He stated that any merit based pay plan should be an equitable process. Sherborn has a strong COLA tradition where everyone receives a standard increase. The board discussed a few examples where merit-based pay systems appeared successful and helped to motivate and retain employees.

There was a suggestion to ask the governance task force to put this issue on their agenda to review.

Stephen Bonder, Advisory Board, stated that COLA is backward looking and notes that unions would likely use our recommendation for their negotiations. It was noted that the Government had not yet published the Social Security COLA.

Stephen said that it was roughly \$15,000 for each additional .5%. After some further discussion, and noting the uncertainty of the economic outlook and lack of published data due to the government shutdown, the board decided to recommend a range and let the Advisory Board determine the final COLA.

Motion: Recommend a non-union FY'27 COLA range of 3.00-3.5 subject to the COLA recommendation from Social Security. (There is an absence of published information resulting from the recent government shut down.)

VOTE: 2 yes

Domestic Violence Policy

We reviewed the Domestic Violence Policy Draft provided by Diane Moores. Mass General Law does not require that this be paid leave. This leave would be similar to the Family and Medical Leave Act (FLMA) as it would be unpaid. An employee would need to use personal time and vacation time. Their job is protected but no pay is guaranteed. That is the standard policy that other towns use.

Motion: To implement the Domestic Violence Policy - subject to formal inclusion in the Personnel Administration Plan voted at All Town Meeting.

VOTE: 2 yes

Summary of potential changes to Personnel Administration Plan for next ATM

Agreement to get Town Council review of any proposed changes. Deb Reynolds and Deb Siefring are working on rewording the employee Vacation Accrual of the Personal Administration Plan, Section 5 & Appendix B. Some other areas to review included: Appointing Authority, Performance Reviews, Equal Opportunity Employment, Sexual Harassment Complaint Procedure.

Decision to hold approval on previous Sept 18, 2025, meeting minutes until Leanne can vote.

Submitted by Natalie Weare