

**DRAFT**

**CHITTENDEN SOLID WASTE DISTRICT**

**Administrative Office**

**WILLISTON, VERMONT**

**December 7, 2021**

**\*Hybrid meeting held in-person and via teleconference.**

**PRESENT**

**Ad Hoc Committee Members:**

Colchester	Liz Hamlin Volz
Essex/Essex Jct	Alan Nye
Jericho	Leslie Nulty
So. Burlington	Paul Stabler
Shelburne	Tim Loucks
Underhill	Paul Ruess
Williston	Kelton Bogasky
Winooski	Bryn Oakleaf

**STAFF:**

Sarah Reeves  
Amy Jewell

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**AGENDA:**

1. Call to Order & Agenda
2. Public Comment Period
3. Consent Agenda
4. CSWD Benefit package Discussion
5. Salary/ Wages - Next Steps

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**1. CALL TO ORDER and AGENDA**

P. Ruess called the meeting to order at 5:00 p.m.

**2. PUBLIC COMMENT PERIOD - No members of the public were present**

**3. Consent Agenda - Approved as presented.**

**4. CSWD Benefit Package Discussion**

A. Jewell reviewed that at the last Ad Hoc meeting benefits were reviewed and discussed opportunities to consider changing the existing benefit package to offer additional benefits, and to keep in mind cost constraints. Gallagher Flynn (GF) had recommended sending a survey to staff regarding current benefits and additional considerations. A. Jewell reviewed the favorable survey results and noted that we heard back from 35 of the 45 full-time employees and 2 of the 11 part-time employees. The results of the survey included:

- 84% of respondents are satisfied with CSWD's total benefit package.
- 75% of employees agreed or strongly agreed with each benefit offered and the amount owed for that benefit, with the exception of the retirement plan.
- 65% are satisfied with the retirement plan.

- The highest scoring additional benefit requests were group long-term care insurance, flexible work arrangements, health/fitness benefits, subsidized cost of child-care, and cash out for unused vacation/comp time.
- Concern for the limit on sick time, that would be too low to cover someone on a family leave

Discussion was held on the comments made that were not included to keep anonymity of the staff. A. Jewell summarized that there was concern for the time-off package, including holiday closures of facilities, and retirement. Some comments included appreciation for the benefits offered and others included dissatisfaction with time off offered and health insurance choices.

#### **4b. Benefits Next Steps**

A. Jewell reviewed the next steps regarding the benefit portion of the total compensation package. Each benefit was reviewed in relation to the observations made by GF with an opportunity to look at the current structure and get feedback from the AD Hoc Committee on recommended changes. The Ad Hoc Committee discussion included:

- *Health Care* - During development of the FY 23 Budget look at opportunities to reduce health care costs, which might include funding less than the full deductible or co-insurance amounts. *Overall, the Ad Hoc Committee was in favor of considering shifting some costs to the employee, including looking at alternatives from fully funding the deductible and/or co-insurance or to increase the employee percentage of premium.*
- *Opt-out* – it is a savings to CSWD to have this benefit. *Ad Hoc Committee – no recommendation, comments on the savings associated with it is a benefit to CSWD.*
- *Dental insurance* – look at increasing the benefit per person maximum and providing options for the employee to pay more for coverage if they have an increased benefit.
- *Life/Disability* – get quotes on increasing the coverage to 2 x the benefit, discussion on looking at the weekly payment for short-term disability and looking at an increase cost *Ad Hoc Committee – offer the employee to pay for additional life insurance coverage and look at costs for CSWD to increase their life insurance. Get a quote on increasing the \$450, \$800, and \$1,500 per month.*
- *Retirement* – Discussion on comments of this plan not offering flexibility. *Ad Hoc Committee – considering changing the one year waiting period to vest over time.*
- *Vision* – no suggested changes. CSWD will look at plan choices based on comments
- *Paid Time Off Package* – review the options of paid time off and structure that might improve employee coverage, without adding additional costs. Vacation time accrual carry over will be proposed to be reduced. (Carry-over, not the vacation accrual – this will encourage employees to take time off and reduce the liability on the books). Consider adding Juneteenth to list of closures but removing the Bennington Battle Day floater. Look at facility closures and the impact to the public, including closing 2 days at Thanksgiving and Christmas to allow for travel. *Ad Hoc Committee supported reducing the amount of vacation carry over as it is a liability to CSWD.*
- *Additional Benefits* – explore other requested benefits and bring back menu of options and costs associated with those additional benefits.

**5. SALARY/ WAGES – NEXT STEPS**

A. Jewell reviewed the salaries and wages and the next steps in this process. The Ad Hoc Committee was in favor of keeping the Pay Grade & Step Schedule and had previously addressed concerns about the current structure of the steps. Staff noted that there are also positions that identified as out of market range. CSWD would like to hire Gallagher Flynn to propose a process to bring those folks into range and look at alternative Pay Grade structures.

Comments/Discussion included:

- Recollection that the Ad Hoc Committee was comfortable with the current step schedule and not necessarily in favor of increasing the steps but to just address the people that are out of market range and correct those.
- concern for making changes to the current step schedule and not seeing a need to make a change to the current structure.
- consider looking at the step schedule range of the steps
- Consider changing the percentage between steps, but not that they are equal, which might include every third year a higher increase.

There was agreement for staff requesting a proposal from GF To look at making changes to the current Pay Grade & Step Schedule to address concerns of the current higher percentage steps in early years and options to change that and consider tenure; to address those out of market range; and to look at options for offering incentive plans.

P. Ruess requested a final wrap up meeting be held. This will be scheduled for late January.

**Motion by Tim Loucks, Second by Kelton Bogasky to adjourn the meeting. Voting: All Ayes.**

The meeting was adjourned at 6:45 p.m.

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Amy Jewell, Secretary

***I agree that this is an original copy of minutes and they have been approved by motion of the Board of Commissioners at the meeting held in Williston.***

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***Amy Jewell, Secretary***