

**Town of Auburn
Joint Personnel Board Meeting
Board of Selectmen, Library Trustees and Police Commissioners
October 19, 2021
7:00 PM
Town Hall**

() Call to Order

() Discussion of Potential Amendment to Town of Auburn Personnel Policy

- Section 6:2 – Earned Time

() Consideration of COLA / Step Increases for FY 2021 Budget

() Approval of Minutes – November 19, 2020

() Other Business

() Adjourn

Note: "Any person with a disability who wishes to attend this public meeting and needs to be provided reasonable accommodations in order to participate, please contact the Board of Selectmen's Secretary at (603) 483-5052 x100, so that arrangements can be made."

Town of Auburn

Town Hall
47 Chester Road
P.O. Box 309
Auburn, NH 03032



Town Administrator

William G. Herman, CPM
Phone: (603) 483-5052 Ext. 111
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To: Joint Personnel Board

From: Bill Herman

Date: October 16, 2021

Re: Potential Cost of Living Adjustment - 2022

In accordance with the provisions of the Town's Personnel Policy, I am providing the Boards with the cost-of-living indicators the policy indicates would be used to determine a potential Cost of Living Adjustment (COLA) for Town employee wages for the coming year.

The policy advises that we will average the COLA provided for Social Security and the Consumer Price Index for the Northeast as of October. The numbers we have gathered include the following:

Consumer Price Index (Northeast Region)	-	4.6%*
Social Security	-	5.9%

*Per Cent Change from September 2019 to September 2020

With the prescribed formula in the Personnel Policy, the resulting COLA would be 5.25%.

The final determination is the Joint Personnel Committee's to make, and we are providing you with the attached spreadsheets that document the actual financial impact of a potential COLA and/or potential step increases for personnel for FY 2022.

Also attached are an information sheet from the NH Department of Employment Security that details the Consumer Price Index figure, and a news release from the Social Security Administration that announces the 2022 Social Security increase.

Thank you for your consideration.

Attachments

2022
Wage Salaries

Description	2018	2019	2020	Budgeted 2021	Expended YTD 2021	Default 2022	COLA 1.0525% 1st Year	COLA 1.0525% 2nd Year	STEP 2% 1st Year	STEP 2% 2nd Year	COLA& STEP 1st	COLA% STEP 2nd
Finance Director(12/4) (4/1)***	63,668	66,731	68,576	57,103	59,580	54,175	56,309	57,020	54,446	55,259	56,579	58,103
Finance Assistant(11/5) (2/1)***	46,472	45,019	45,672	58,041	43,380	48,400	50,306	50,639	49,287	49,368	51,193	51,607
Town Administrator(10/11)	86,877	91,876	94,174	96,507	77,560	97,948	101,804	103,090	98,437	99,907	102,294	105,049
Land Use Coordinator(6/21)	46,693	50,186	51,853	52,964	41,605	53,540	55,648	56,351	54,031	54,611	56,139	57,422
Board of Selectmen Secretary(4/1)	-	1,459	2,000	2,000	1,069	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Highway Safety Secretary(4/1)	60	120	205	208	41	208	216	219	211	212	219	223
Selectman Chair Stipend(4/1)	3,381	3,590	3,684	3,739	2,777	3,739	3,886	3,935	3,795	3,814	3,942	4,010
Selectman Seat Two Stipend(4/1)	3,088	3,279	3,365	3,415	2,536	3,415	3,549	3,594	3,466	3,483	3,601	3,663
Selectman Seat Three Stipend(4/1)	3,088	3,279	3,365	3,415	2,536	3,415	3,549	3,594	3,466	3,483	3,601	3,663
Trustee of Trust Funds Stipend(4/1)	301	311	319	324	-	324	337	341	329	330	342	347
Trustee of Cemeteries Stipend(4/1)	400	662	679	689	-	689	716	725	699	703	726	739
Executive Department Total	254,027	266,512	273,892	278,405	231,085	267,853	278,321	281,509	270,169	273,170	280,637	286,826
Deputy Town Clerk (4/1)	5,824	6,328	10,227	11,823	3,932	11,823	12,289	12,444	12,000	12,059	12,466	12,680
Town Clerk/Tax Collector Assistant	-	-	1	1	-	1	1	1	1	1	1	1
Town Clerk Salary(5/31)	56,007	58,175	60,178	61,714	49,635	62,120	64,566	65,381	62,948	63,362	65,394	66,624
Election, Regis & Vital Stats Total	61,831	64,503	70,406	73,538	53,567	73,944	76,855	77,826	74,950	75,423	77,861	79,805
Deputy Tax Collector(3/27)	2,781	3,342	5,114	8,281	7,060	9,984	10,377	10,508	10,134	10,184	10,527	10,708
Deputy Treasurer Stipend(4/1)	340	351	360	365	-	365	379	384	370	372	385	391
Budget Committee Secretary	135	314	1,061	1,061	60	1,061	1,061	1,061	1,061	1,061	1,061	1,061
Tax Collector Salary(8/6)	42,690	44,493	45,725	46,816	34,923	47,358	49,223	49,845	47,753	48,305	49,618	50,792
Treasurer Stipend(4/1)	2,643	2,758	2,830	2,872	2,133	2,872	2,985	3,023	2,915	2,929	3,026	3,080
Financial Administration Total	48,589	51,258	55,090	59,395	44,176	61,640	64,026	64,821	62,233	62,852	64,618	66,032
General SS	28,162	28,949	33,841	33,626	23,171	33,600	34,364	34,777	33,389	33,752	34,684	35,408
Medicare	6,465	6,770	7,914	7,864	5,419	7,858	8,037	8,133	7,809	7,894	8,112	8,281
Retirement Group I	40,835	42,064	41,006	49,849	38,992	53,451	55,556	56,215	53,939	54,481	56,043	57,127
Personnel Administration Total	75,462	77,783	82,761	91,339	67,582	94,910	97,957	99,126	95,137	96,127	98,839	100,815
Planning & Zoning Secretary	-	-	1	1	-	1	1	1	1	1	1	1
Zoning Board Secretary Salary	-	-	-	-	-	-	-	-	-	-	-	-
Planning & Zoning Total	-	-	1	1	-	1	1	1	1	1	1	1
Janitorial Salary	14,850	12,737	18,497	12,099	6,928	12,099	12,121	12,172	11,982	12,046	12,134	12,249
Government Buildings & Mainten Total	14,850	12,737	18,497	12,099	6,928	12,099	12,121	12,172	11,982	12,046	12,134	12,249
Cemetery Secretary/Administration	-	-	257	261	-	261	271	275	265	266	275	280
Cemetery Salary/Wage	755	-	616	625	-	625	650	658	634	638	659	670
Cemeteries Total	755	-	873	886	-	886	921	933	899	904	934	950
Village Crier Editor	587	-	1	1	-	1	1	1	1	1	1	1
General Government Total	587	-	1	1	-	1	1	1	1	1	1	1
Police Chief Salary(12/14)	85,576	126,650	90,710	94,647	76,390	96,469	100,268	101,534	96,549	98,398	100,348	103,463
Full Time Officers Wages (5)	298,615	317,021	357,862	354,962	258,824	363,351	377,658	363,351	363,351	363,351	363,351	363,351
Records Manager(7/15)	39,292	43,627	46,413	46,904	36,539	48,572	50,485	51,122	49,017	49,544	50,930	52,094
Office Manager Wage(6/15)	50,331	52,775	56,086	55,451	44,904	57,532	59,798	60,553	58,156	58,683	60,421	61,703
Police Lieutenant Wage(12/22)	79,890	81,894	86,030	89,851	72,761	91,568	95,174	96,376	91,645	93,400	95,250	98,207
Police Sergeants Wages (2)	71,193	76,961	145,132	151,051	118,703	153,566	159,612	153,566	153,566	153,566	153,566	153,566
Police Wages	78,980	62,855	-	-	-	-	-	-	-	-	-	-

2022
Wage Salaries

Description	2018	2019	2020	Budgeted 2021	Expended YTD 2021	Default 2022	COLA 1.0525% 1st Year	COLA 1.0525% 2nd Year	STEP 2% 1st Year	STEP 2% 2nd Year	COLA& STEP 1st	COLA% STEP 2nd
Part Time Officers Wages (8)	48,667	68,200	57,132	61,983	37,959	82,379	85,623	82,379	82,379	82,379	82,379	82,379
Shift Differential	6,771	6,497	7,000	7,000	5,281	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Police SS (PT/Office Staff)	8,118	8,320	10,172	9,801	6,789	10,458	11,762	11,865	11,533	11,611	11,841	12,022
Police Medicare (Full/Part Time)	9,877	10,540	12,556	12,787	8,468	13,350	13,871	13,589	13,370	13,441	13,550	13,680
Police Retirement	194,610	197,542	206,327	229,372	174,127	256,128	266,120	259,071	257,518	256,515	260,613	263,015
Police Department Total	971,920	1,052,881	1,075,420	1,113,809	840,743	1,180,374	1,227,371	1,200,405	1,184,084	1,187,888	1,199,250	1,210,480
Fire Full Time Salaries	115,854	103,147	141,323	100,572	61,961	102,147	106,169	107,510	102,739	104,190	106,761	109,553
Fire Chief Salary(9/14)	-	29,665	35,750	65,213	54,081	66,213	66,213	66,213	67,213	67,213	67,213	67,213
Fire Personnel Stipend	42,809	59,086	51,863	51,750	32,599	55,550	55,550	55,550	55,550	55,550	55,550	55,550
Fire Per Diem Personnel	-	-	13,440	23,296	21,064	26,624	26,624	26,624	26,624	26,624	26,624	26,624
Fire SS	1,555	5,318	3,216	4,689	5,041	5,131	5,131	5,133	5,131	5,131	5,133	5,133
Fire Medicare	1,703	2,646	3,328	3,500	2,509	3,641	3,700	3,719	3,664	3,685	3,723	3,764
Fire Retirement (Group II)	36,372	25,766	42,694	31,903	13,668	34,292	35,025	35,869	35,007	35,500	35,422	36,346
Fire Department Total	198,293	225,629	291,614	280,923	190,923	293,598	298,412	300,417	295,928	297,894	300,425	304,183
Building Inspector Salary(6/5)	56,065	59,353	61,104	61,604	47,922	63,983	66,502	67,342	64,483	64,983	67,002	67,502
Assistant Building Inspector Salary	-	-	-	-	-	-	-	-	-	-	-	-
Building Inspection Total	56,065	59,353	61,104	61,604	47,922	63,983	66,502	67,342	64,483	64,983	67,002	67,502
Highway Road Agent Stipend(4/1)	2,063	2,195	2,253	2,287	1,698	2,287	2,377	2,407	2,321	2,333	2,411	2,453
Highways & Streets Total	2,063	2,195	2,253	2,287	1,698	2,287	2,377	2,407	2,321	2,333	2,411	2,453
Health Officer Stipend(4/1)	1,672	1,728	1,773	1,800	740	1,800	1,871	1,895	1,827	1,836	1,898	1,931
Deputy Health Officer Stipend(4/1)	537	278	570	579	-	579	602	609	588	591	610	621
Health Administration Total	2,209	2,006	2,343	2,379	740	2,379	2,473	2,504	2,415	2,427	2,508	2,551
Animal Control Salary(7/15)	18,093	18,937	19,539	20,022	16,106	20,221	21,017	21,282	20,423	20,625	21,219	21,687
Animal & Pest Control Total	18,093	18,937	19,539	20,022	16,106	20,221	21,017	21,282	20,423	20,625	21,219	21,687
Welfare Officer Stipend	335	-	-	-	-	-	-	-	-	-	-	-
Direct Assistance Total	335	-	-	-	-	-	-	-	-	-	-	-
Recreation Coordinator Salary(2/13)	16,951	21,001	31,632	33,492	24,946	33,587	34,909	35,350	34,175	34,259	35,497	36,022
Recreation Maintenance Worker	24,746	30,352	29,658	26,294	11,618	19,344	23,781	24,081	22,937	24,024	23,838	25,225
Parks & Recreation Total	41,697	51,353	61,290	59,786	36,564	52,931	58,690	59,431	57,112	58,283	59,335	61,247
Librarian Salaries(12/8)	53,700	58,371	66,980	68,278	55,107	69,527	72,265	73,177	69,643	70,918	72,381	74,568
Library Assistant Salaries	41,707	47,416	58,859	63,683	39,936	53,107	55,198	55,895	53,735	54,169	55,826	56,957
Library Technical Assistant(9/14)	8,661	9,187	9,790	9,819	8,276	11,606	12,063	12,216	11,684	11,839	12,141	12,448
Library SS	6,172	6,841	8,409	8,790	6,114	8,323	8,651	8,760	8,374	8,489	8,702	8,926
Library Medicare	1,444	1,600	1,967	2,056	1,430	1,946	2,023	2,049	1,958	1,985	2,035	2,088
Library Retirement	6,116	6,578	7,482	8,774	6,762	9,776	10,160	10,289	9,792	9,971	10,177	10,484
Library Total	117,800	129,993	153,487	161,400	117,623	154,285	160,361	162,386	155,186	157,371	161,261	165,471
Conservation Secretary Salary	434	46	639	649	268	649	675	683	659	662	684	696
Conservation Total	434	46	639	649	268	649	675	683	659	662	684	696
Total	1,865,010	2,015,186	\$ 2,169,210	2,218,523	1,655,926	2,282,041	2,368,080	2,353,245	2,297,982	2,312,988	2,349,122	2,382,451
Add Union							30,969	41,178	7,502	15,730	38471.0915	57,023

2022
Wage Salaries

Description	2018	2019	2020	Budgeted 2021	Expended YTD 2021	Default 2022	COLA 1.0525% 1st Year	COLA 1.0525% 2nd Year	STEP 2% 1st Year	STEP 2% 2nd Year	COLA& STEP 1st	COLA% STEP 2nd
Grand Total							2,399,049	2,394,424	2,305,484	2,328,718	2,387,593	2,439,473

Press Release

Wednesday, October 13, 2021
For Immediate Release



Mark Hinkle, Press Officer
press.office@ssa.gov

News Release SOCIAL SECURITY

Social Security Announces 5.9 Percent Benefit Increase for 2022

Social Security and Supplemental Security Income (SSI) benefits for approximately 70 million Americans will increase 5.9 percent in 2022, the Social Security Administration announced today.

The 5.9 percent cost-of-living adjustment (COLA) will begin with benefits payable to more than 64 million Social Security beneficiaries in January 2022. Increased payments to approximately 8 million SSI beneficiaries will begin on December 30, 2021. (Note: some people receive both Social Security and SSI benefits). The Social Security Act ties the annual COLA to the increase in the Consumer Price Index as determined by the Department of Labor's Bureau of Labor Statistics.

Some other adjustments that take effect in January of each year are based on the increase in average wages. Based on that increase, the maximum amount of earnings subject to the Social Security tax (taxable maximum) will increase to \$147,000 from \$142,800.

Social Security and SSI beneficiaries are normally notified by mail starting in early December about their new benefit amount. Most

people who receive Social Security payments will be able to view their COLA notice online through their personal *my* Social Security account. People may create or access their *my* Social Security account online at www.socialsecurity.gov/myaccount.

Information about Medicare changes for 2022, when announced, will be available at www.medicare.gov. For Social Security beneficiaries receiving Medicare, Social Security will not be able to compute their new benefit amount until after the Medicare premium amounts for 2022 are announced. Final 2022 benefit amounts will be communicated to beneficiaries in December through the mailed COLA notice and *my* Social Security's Message Center.

The Social Security Act provides for how the COLA is calculated. To read more, please visit www.socialsecurity.gov/cola.

Northeast Urban Region CPI-U

Not Seasonally Adjusted

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
1990	132.9	133.1	134.1	134.5	134.7	134.9	136.0	137.4	138.6	139.4	139.7	139.7	136.3
OTY change	6.0%	5.8%	5.8%	5.6%	5.0%	5.0%	5.4%	6.4%	6.6%	6.7%	6.6%	6.4%	6.0%
OTM change	1.2%	0.2%	0.8%	0.3%	0.1%	0.1%	0.8%	1.0%	0.9%	0.6%	0.2%	0.0%	
1991	140.9	141.2	141.4	141.6	141.7	142.1	142.4	142.9	143.6	143.7	144.3	144.6	142.5
OTY change	6.0%	6.1%	5.4%	5.3%	5.2%	5.3%	4.7%	4.0%	3.6%	3.1%	3.3%	3.5%	4.5%
OTM change	0.9%	0.2%	0.1%	0.1%	0.1%	0.3%	0.2%	0.4%	0.5%	0.1%	0.4%	0.2%	
1992	144.9	145.3	146.2	146.3	146.3	147.0	147.5	148.2	148.5	148.9	149.0	148.9	147.3
OTY change	2.8%	2.9%	3.4%	3.3%	3.2%	3.4%	3.6%	3.7%	3.4%	3.6%	3.3%	3.0%	3.4%
OTM change	0.2%	0.3%	0.6%	0.1%	0.0%	0.5%	0.3%	0.5%	0.2%	0.3%	0.1%	-0.1%	
1993	149.7	150.4	150.9	151.1	150.8	151.2	151.4	151.7	151.8	152.5	152.7	152.7	151.4
OTY change	3.3%	3.5%	3.2%	3.3%	3.1%	2.9%	2.6%	2.4%	2.2%	2.4%	2.5%	2.6%	2.8%
OTM change	0.5%	0.5%	0.3%	0.1%	-0.2%	0.3%	0.1%	0.2%	0.1%	0.5%	0.1%	0.0%	
1994	153.2	154.0	154.3	154.4	154.2	154.8	155.2	155.9	156.1	156.4	156.7	156.3	155.1
OTY change	2.3%	2.4%	2.3%	2.2%	2.3%	2.4%	2.5%	2.8%	2.8%	2.6%	2.6%	2.4%	2.4%
OTM change	0.3%	0.5%	0.2%	0.1%	-0.1%	0.4%	0.3%	0.5%	0.1%	0.2%	0.2%	-0.3%	
1995	157.1	157.6	158.0	158.3	158.5	158.9	159.2	159.7	160.0	160.3	160.5	160.5	159.1
OTY change	2.5%	2.3%	2.4%	2.5%	2.8%	2.6%	2.6%	2.4%	2.5%	2.5%	2.4%	2.7%	2.6%
OTM change	0.5%	0.3%	0.3%	0.2%	0.1%	0.3%	0.2%	0.3%	0.2%	0.2%	0.1%	0.0%	
1996	161.4	162.2	162.8	162.9	163.0	163.1	163.4	164.0	164.6	165.1	165.4	165.7	163.6
OTY change	2.7%	2.9%	3.0%	2.9%	2.8%	2.6%	2.6%	2.7%	2.9%	3.0%	3.1%	3.2%	2.8%
OTM change	0.6%	0.5%	0.4%	0.1%	0.1%	0.1%	0.2%	0.4%	0.4%	0.3%	0.2%	0.2%	
1997	166.2	166.9	167.3	167.1	166.8	167.0	167.6	167.8	168.4	168.7	168.5	168.4	167.6
OTY change	3.0%	2.9%	2.8%	2.6%	2.3%	2.4%	2.6%	2.3%	2.3%	2.2%	1.9%	1.6%	2.4%
OTM change	0.3%	0.4%	0.2%	-0.1%	-0.2%	0.1%	0.4%	0.1%	0.4%	0.2%	-0.1%	-0.1%	
1998	168.8	169.1	169.3	169.5	169.4	169.6	169.9	170.5	170.6	171.3	171.2	171.2	170.0
OTY change	1.6%	1.3%	1.2%	1.4%	1.6%	1.6%	1.4%	1.6%	1.3%	1.5%	1.6%	1.7%	1.4%
OTM change	0.2%	0.2%	0.1%	0.1%	-0.1%	0.1%	0.2%	0.4%	0.1%	0.4%	-0.1%	0.0%	
1999	171.4	171.6	171.9	172.8	172.8	173.1	173.4	174.1	174.8	175.5	175.5	175.5	173.5
OTY change	1.5%	1.5%	1.5%	1.9%	2.0%	2.1%	2.1%	2.1%	2.5%	2.5%	2.5%	2.5%	2.1%
OTM change	0.1%	0.1%	0.2%	0.5%	0.0%	0.2%	0.2%	0.4%	0.4%	0.4%	0.0%	0.0%	
2000	176.2	177.6	178.5	178.5	178.4	179.0	179.8	179.9	180.7	181.2	181.5	181.3	179.4
OTY change	2.8%	3.5%	3.8%	3.3%	3.2%	3.4%	3.7%	3.3%	3.4%	3.2%	3.4%	3.3%	3.4%
OTM change	0.4%	0.8%	0.5%	0.0%	-0.1%	0.3%	0.4%	0.1%	0.4%	0.3%	0.2%	-0.1%	
2001	182.2	182.8	183.7	184.2	184.6	185.3	185.0	185.1	185.1	185.0	185.0	184.2	184.4
OTY change	3.4%	2.9%	2.9%	3.2%	3.5%	3.5%	2.9%	2.9%	2.4%	2.1%	1.9%	1.6%	2.8%
OTM change	0.5%	0.3%	0.5%	0.3%	0.2%	0.4%	-0.2%	0.1%	0.0%	-0.1%	0.0%	-0.4%	
2002	184.9	186.1	187.0	187.8	187.7	187.8	188.3	189.3	189.5	189.9	190.1	189.6	188.2
OTY change	1.5%	1.8%	1.8%	2.0%	1.7%	1.3%	1.8%	2.3%	2.4%	2.6%	2.8%	2.9%	2.1%
OTM change	0.4%	0.6%	0.5%	0.4%	-0.1%	0.1%	0.3%	0.5%	0.1%	0.2%	0.1%	-0.3%	
2003	190.5	191.7	193.0	192.6	192.7	192.8	193.5	194.3	195.0	195.4	195.1	194.9	193.5
OTY change	3.0%	3.0%	3.2%	2.6%	2.7%	2.7%	2.8%	2.6%	2.9%	2.9%	2.6%	2.8%	2.8%
OTM change	0.5%	0.6%	0.7%	-0.2%	0.1%	0.1%	0.4%	0.4%	0.4%	0.2%	-0.2%	-0.1%	
2004	195.9	196.8	198.6	199.4	199.9	201.1	201.0	201.0	201.2	202.5	202.6	201.9	200.2
OTY change	2.8%	2.7%	2.9%	3.5%	3.7%	4.3%	3.9%	3.4%	3.2%	3.6%	3.8%	3.6%	3.5%
OTM change	0.5%	0.5%	0.9%	0.4%	0.3%	0.6%	0.0%	0.0%	0.1%	0.6%	0.0%	-0.3%	
2005	202.6	203.6	206.0	206.9	206.2	206.2	207.9	208.7	210.8	211.5	210.0	209.0	207.5
OTY change	3.4%	3.5%	3.7%	3.8%	3.2%	2.5%	3.4%	3.8%	4.8%	4.4%	3.7%	3.5%	3.6%
OTM change	0.3%	0.5%	1.2%	0.4%	-0.3%	0.0%	0.8%	0.4%	1.0%	0.3%	-0.7%	-0.5%	
2006	211.0	211.6	212.8	214.7	215.7	216.7	217.5	218.1	216.3	215.2	214.8	215.2	215.0
OTY change	4.1%	3.9%	3.3%	3.8%	4.6%	5.1%	4.6%	4.5%	2.6%	1.7%	2.3%	3.0%	3.6%
OTM change	1.0%	0.3%	0.6%	0.9%	0.5%	0.5%	0.4%	0.3%	-0.8%	-0.5%	-0.2%	0.2%	
2007	215.813	216.651	218.334	219.501	220.591	221.579	221.945	221.559	221.436	221.951	223.356	223.425	220.512
OTY change	2.3%	2.4%	2.6%	2.2%	2.3%	2.3%	2.0%	1.6%	2.4%	3.1%	4.0%	3.8%	2.6%
OTM change	0.3%	0.4%	0.8%	0.5%	0.5%	0.4%	0.2%	-0.2%	-0.1%	0.2%	0.6%	0.0%	
2008	224.325	225.213	226.926	228.133	230.089	232.649	234.545	233.788	232.841	230.837	227.236	225.091	229.306
OTY change	3.9%	4.0%	3.9%	3.9%	4.3%	5.0%	5.7%	5.5%	5.2%	4.0%	1.7%	0.7%	4.0%
OTM change	0.4%	0.4%	0.8%	0.5%	0.9%	1.1%	0.8%	-0.3%	-0.4%	-0.9%	-1.6%	-0.9%	
2009	225.436	226.754	227.309	227.840	228.136	229.930	230.154	230.883	231.200	231.304	231.708	231.462	229.343
OTY change	0.5%	0.7%	0.2%	-0.1%	-0.8%	-1.2%	-1.9%	-1.2%	-0.7%	0.2%	2.0%	2.8%	0.0%
OTM change	0.2%	0.6%	0.2%	0.2%	0.1%	0.8%	0.1%	0.3%	0.1%	0.0%	0.2%	-0.1%	

Northeast Urban Region CPI-U

Not Seasonally Adjusted

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
2010	232.294	232.382	233.188	233.615	234.130	233.834	233.885	234.150	234.027	234.671	235.094	235.141	233.868
OTY change	3.0%	2.5%	2.6%	2.5%	2.6%	1.7%	1.6%	1.4%	1.2%	1.5%	1.5%	1.6%	2.0%
OTM change	0.4%	0.0%	0.3%	0.2%	0.2%	-0.1%	0.0%	0.1%	-0.1%	0.3%	0.2%	0.0%	
2011	235.969	237.110	239.074	240.267	241.566	241.690	242.282	243.033	243.323	243.014	242.652	241.987	240.997
OTY change	1.6%	2.0%	2.5%	2.8%	3.2%	3.4%	3.6%	3.8%	4.0%	3.6%	3.2%	2.9%	3.0%
OTM change	0.4%	0.5%	0.8%	0.5%	0.5%	0.1%	0.2%	0.3%	0.1%	-0.1%	-0.1%	-0.3%	
2012	242.879	243.850	245.125	245.850	245.709	245.201	244.984	246.252	247.409	247.564	247.097	246.456	245.698
OTY change	2.9%	2.8%	2.5%	2.3%	1.7%	1.5%	1.1%	1.3%	1.7%	1.9%	1.8%	1.8%	2.0%
OTM change	0.4%	0.4%	0.5%	0.3%	-0.1%	-0.2%	-0.1%	0.5%	0.5%	0.1%	-0.2%	-0.3%	
2013	247.277	248.665	248.719	248.464	248.584	248.851	249.411	249.858	250.231	249.320	249.503	249.567	249.038
OTY change	1.8%	2.0%	1.5%	1.1%	1.2%	1.5%	1.8%	1.5%	1.1%	0.7%	1.0%	1.3%	1.4%
OTM change	0.3%	0.6%	0.0%	-0.1%	0.0%	0.1%	0.2%	0.2%	0.1%	-0.4%	0.1%	0.0%	
2014	251.045	251.233	252.413	252.506	253.598	253.555	253.833	253.185	253.154	252.730	251.781	250.519	252.463
OTY change	1.5%	1.0%	1.5%	1.6%	2.0%	1.9%	1.8%	1.3%	1.2%	1.4%	0.9%	0.4%	1.4%
OTM change	0.6%	0.1%	0.5%	0.0%	0.4%	0.0%	0.1%	-0.3%	0.0%	-0.2%	-0.4%	-0.5%	
2015	250.016	250.619	251.451	251.760	252.770	253.626	253.405	252.903	252.922	252.504	252.573	251.670	252.185
OTY change	-0.4%	-0.2%	-0.4%	-0.3%	-0.3%	0.0%	-0.2%	-0.1%	-0.1%	-0.1%	0.3%	0.5%	-0.1%
OTM change	-0.2%	0.2%	0.3%	0.1%	0.4%	0.3%	-0.1%	-0.2%	0.0%	-0.2%	0.0%	-0.4%	
2016	251.739	252.250	252.854	254.270	255.023	255.471	255.386	255.545	256.085	256.605	256.541	256.427	254.850
OTY change	0.7%	0.7%	0.6%	1.0%	0.9%	0.7%	0.8%	1.0%	1.3%	1.6%	1.6%	1.9%	1.1%
OTM change	0.0%	0.2%	0.2%	0.6%	0.3%	0.2%	0.0%	0.1%	0.2%	0.2%	0.0%	0.0%	
2017	258.073	258.768	258.510	259.165	259.386	259.335	258.833	259.508	260.875	260.580	260.630	260.791	259.538
OTY change	2.5%	2.6%	2.2%	1.9%	1.7%	1.5%	1.3%	1.6%	1.9%	1.5%	1.6%	1.7%	1.8%
OTM change	0.6%	0.3%	-0.1%	0.3%	0.1%	0.0%	-0.2%	0.3%	0.5%	-0.1%	0.0%	0.1%	
2018	262.188	263.260	263.556	264.669	265.840	265.950	265.830	266.425	266.709	266.464	265.487	265.286	265.139
OTY change	1.6%	1.7%	2.0%	2.1%	2.5%	2.6%	2.7%	2.7%	2.2%	2.3%	1.9%	1.7%	2.2%
OTM change	0.5%	0.4%	0.1%	0.4%	0.4%	0.0%	0.0%	0.2%	0.1%	-0.1%	-0.4%	-0.1%	
2019	266.109	266.706	268.025	269.070	269.744	270.133	270.381	270.548	270.563	270.348	270.643	270.429	269.392
OTY change	1.5%	1.3%	1.7%	1.7%	1.5%	1.6%	1.7%	1.5%	1.4%	1.5%	1.9%	1.9%	1.6%
OTM change	0.3%	0.2%	0.5%	0.4%	0.3%	0.1%	0.1%	0.1%	0.0%	-0.1%	0.1%	-0.1%	
2020	272.316	273.080	272.531	271.325	271.345	272.283	273.347	273.597	273.925	273.374	273.543	274.225	272.908
OTY change	2.3%	2.4%	1.7%	0.8%	0.6%	0.8%	1.1%	1.1%	1.2%	1.1%	1.1%	1.4%	1.3%
OTM change	0.7%	0.3%	-0.2%	-0.4%	0.0%	0.3%	0.4%	0.1%	0.1%	-0.2%	0.1%	0.2%	
2021	275.427	276.473	278.197	280.234	281.858	284.741	285.220	285.630	286.423				
OTY change	1.1%	1.2%	2.1%	3.3%	3.9%	4.6%	4.3%	4.4%	4.6%				
OTM change	0.4%	0.4%	0.6%	0.7%	0.6%	1.0%	0.2%	0.1%	0.3%				

Data produced by U.S. Bureau of Labor Statistics <www.bls.gov/cpi/home.htm>

Effective with the January 2007 release, index levels are published to three decimal places. Percent changes based on these three-decimal place indexes will continue to be published to one decimal place. Previously published indexes will not be revised.

**Town of Auburn
Joint Personnel Board
Board of Selectmen, Library Trustees & Police Commission
November 19, 2020**

Selectmen Present: Keith Leclair, Todd Bedard and Michael Rolfe

Library Trustees Present: Nancy Mayland and Elizabeth Michaud

Police Commissioners Present: Dennis McCarthy

Also Present: Finance Director Adele Frisella and Town Administrator Bill Herman

Mr. Keith Leclair convened the meeting at 6:05 p.m.

Consideration of Potential Amendments to the Town of Auburn Personnel Policy

The Board has been presented with three proposed adjustments to the Town Personnel Policy and agreed it was best to take them up one at a time.

Section 6:2.6 – Suspension of Earned Time Accrual when not working under full-time status: Ms. Frisella and Mr. Herman noted there have been multiple instances of employees being out on longer-term leave under workers compensation or short term disability when the employee is not working full-time, but continues to receive full-time accrual of earned time benefits. The employee often utilizes their current earned time to make-up the difference between what the insurance program pays and their regular wage, which is about 33%. Under Auburn's policy, part-time employees which is how these individuals are being paid, do not receive Earned Time benefits. This proposal would suspend the accrual of earned time for the duration of the employee's less than full-time work.

The proposed policy is as follows: "Should a full-time employee be in a situation where their actual work hours become something less than full-time for a period of time longer than a single pay period, their ability to continue to accrue earned time will be suspended for the duration of their less than full-time work status.

"The amount of earned time already accrued by the employee will not be affected, and it is available for use by the employee during this changed work status. And, if needed, the employee is eligible for receipt of donated earned time under the provisions of Section 6:3 – Voluntary Leave Donation.

"Upon returning to full-time work status, the employee will resume their accrual of earned time at the same level rate they had prior to the change in their work status and the suspension of earned time accrual."

Dennis McCarthy expressed full support for this provision indicating he has experienced similar situations in his work place and it feels as if employees were receiving enhanced benefits overall through the continued accrual of earned time.

Nancy Mayland moved to approve the proposed addition of Section 6:2.6 Suspension of Earned Time Accrual as proposed. Seconded by Dennis McCarthy. A vote was taken; all were in favor, the motion passed unanimously.

Section 14:2 – Termination Payments: The proposed adjustment to the current policy for Termination Payments is an attempt to have the policy accurately reflect Town Policy concerning maximum accrued earned time. As currently written, the Termination Payments section indicates the employee would be paid the full amount of time on the books at termination. However, depending on timing and an individual employee's usage of their accrued leave, the amount could exceed the maximum allowed accrual. The proposal is to line this item up with the Town's defined maximum accruals allowed.

The proposed amended policy is as follows: "Regular employees terminating service with the Town for any reason will be entitled to all earned and unused vacation time and wages earned through the last days of work *up to the maximum of a total of 360 hours for 40 hour per week employees or a total of 315 hours for 35 hour per week employees outlined in Section 6:2.5.* Whenever an employer discharges an employee, the employer shall pay the employee's wages in full within 72 hours, as provided under RSA 275.44."

The members of the Joint Personnel Board were in agreement with the proposal, but Keith Leclair and Dennis McCarthy both indicated the maximum allowance of 360 hours (nine weeks) was a lot and they thought the industry standard was closer to 240 hours (six weeks). But it was agreed that was a discussion for another day.

Dennis McCarthy moved to approve the proposed change in Section 14:2 – Termination Payments as proposed. Seconded by Elizabeth Michaud. A vote was taken; all were in favor, the motion passed unanimously.

Section 14:3 – Voluntary Termination: The proposed adjustment to the current policy for Voluntary Termination is an attempt to have the policy accurately reflect overall Town Policy and expectations which are an employee will give a two week notice before leaving their position. Finance Director Frisella noted many of the more recent terminations gave a two-week notice that

included taking one of the weeks off or a holiday, ultimately not giving that Town a full two weeks from the departing employee. It was noted that although we can't not require the two-week notice period, the employer does have the authority to approve or disapprove the use of earned time by an employee, and this policy adjustment would fall into that category.

The proposed amended policy is as follows: (Second Paragraph under 14:3 – Voluntary Termination) *"Employees who voluntarily terminate employment shall not be allowed to take any earned time leave during the notice period of termination, but will be paid their final wages no later than the next regular payday, as provided under RSA 275:43, either through the regular pay channels or by mail if requested by the employee. The exception to this standard is when an employer discharges an employee, in which case the employer shall pay the employee's wages in full within 72 hours as provided under RSA 275:44."*

Members of the Joint Board agreed the proposed policy adjustment established the expectations of the employer for what is expected from a departing employee.

Dennis McCarthy moved to approve the proposed change in Section 14:3 – Voluntary Termination. Seconded by Michael Rolfe. A vote was taken; all were in favor, the motion passed unanimously.

The Board had received two additional requests for consideration – one from the Town Clerk and one from the Library Trustees.

Request to Change the Labor Grade for the Deputy Town Clerk's position from a Labor Grade 4 to a Labor Grade 6: The Town Clerk requested the Committee change the assigned labor grade for Deputy Town Clerk on the premise that the Town Clerk's position is set at a higher grade than the Tax Collector's position and she felt the Deputy Town Clerk position should follow suit and be a higher grade than the Deputy Tax Collector position. She described the Clerk's position as increasingly more complex and demanding, and she felt the current rates of pay will not attract the most qualified individual to the position unless a change is made.

Mr. Herman reported when the initial system was developed in 2005 and then fully reviewed again in 2011, data from nearly a dozen other communities used as our competitive market helped place positions within their respective labor grades, and the positions of Deputy Town Clerk and Deputy Tax Collector were placed in the same labor grade. One of the considerations for this is the limited number of hours that are worked by both Deputy positions. Mr. Herman did note the Joint Board has looked at a few individual positions in the past for a labor grade change, but it was done through an independent effort as was the overall system effort and not from an internal recommendation.

Several individuals noted wages were not an issue in hiring the last three Deputy Town Clerks. Dennis McCarthy asked how long the position has been vacant, and Mr. Herman indicated since August. However, he noted the Town Clerk chose not to look for a replacement due to the upcoming elections and the work associated with those elections. Keith Leclair noted the Town has been able to secure additional election specific assistance for the Town Clerk through federal and private grant funds the Town was able to secure.

Dennis McCarthy moved to deny the request for a Labor Grade change at this time for the lack of information supporting such a change. Seconded by Keith Leclair. A vote was taken; all were in favor, the motion passed unanimously.

Section 6:1 – Paid Holidays: The Library Trustees submitted a re-written second paragraph that changed the Library's paid holidays from nine (9) to eleven (11) to be the same as the rest of the Town system. In the case of the Library, they were requesting to expand the listed holidays to include Labor Day and to add one (1) additional floating holiday for their employees. They noted the Library was closed on Mondays, and they felt this was the best way to secure parity for their employees.

Extended conversation ensued about attempting to make this type of schedule work for so many part-time employees who are often not scheduled to work on holidays. It was estimated that one employee regularly worked 20 hours per week, while all others were less than that. Dennis McCarthy noted in Rye's system, holidays were granted to employees who had a regular schedule and worked more than 20 hours per week.

After consideration, the Library Trustees withdrew their request from consideration, and no action was taken.

Consideration of Potential COLA / Step Increase for FY 2021 Budget

Mr. Herman noted the Board has jointly determined the potential of a cost of living adjustment (COLA) for Town employees, Step increases for Town employees, or potentially both to be included in the ensuing year's budget. He provided the Board with a spreadsheet prepared by Finance Director Adele Frisella that details what current wages are for all Town and Library positions; what the amount would be if a 1.25% COLA were applied; what the amount would be if a 2% Step were applied, and what the amount would be if both were applied.

He noted the spreadsheet calculated the bottom line of wages at current levels with no changes totaled \$2,185,764; the bottom line with a 2% Step increase only is \$2,194,292; the bottom line for a 1.25% COLA only was \$2,197,988, and the bottom line for a Step and COLA increase is \$2,206,515.

Mr. Herman noted no increase is for a full 12 months in that if a COLA is granted, it would take effect April 1st, while Step Increases are presented at an employee's anniversary date, which are spread throughout the year.

Mr. Herman also noted the Town is obligated under the terms of the Collective Bargaining Agreement with the Auburn Policy Union to advance Step increases for the Union and, should a COLA be given to everyone else, they would get that too. So were the Board to consider a single item, he would recommend it be a Step increase.

Keith Leclair observed the Town has done pretty well financially in 2020 noting assessed values increased higher than normal and revenues sources came in at or higher than anticipated. This lead to the 33-cent tax rate reduction that appears in the second issue tax bills just issued.

But he warned 2021 may not be as rosy. The general budget provided for the Town reflects an increase of \$315,000, while the school district's reflects an increase of \$460,000. Combined, he estimated these would result in a 97-cent tax rate increase (five percent). And we are anticipating a reduction in State revenues at a minimum in FY 2021.

Mr. Leclair did not expect the Town budget to ultimately increase by \$315,000, particularly with some of the work already done by the Selectmen. But he noted two large drivers were a nine-percent health insurance rate increase and a near 20 percent rate increase for the NH Retirement System (NHRS). He also thought both of those were drivers for the School District, as was the provision of full-time kindergarten.

As a result of that background, Mr. Leclair recommended the Board consider budgeting for step increase only in 2021.

Board members appreciated knowing the background financial information going into this year's budgeting process, in particular the increased personnel costs for health insurance and NHRS costs.

Dennis McCarthy moved to recommend budgeting for the provision of a step increase for all employees which totals approximately \$2,194,292. Seconded by Michael Rolfe. A vote was taken; all were in favor, the motion passed unanimously.

Stipend for all Non-First Responders

Keith Leclair noted earlier in the year, Auburn participated in the State's First Responder Stipend Program which was funded through federal CARES Act

funds. He has felt the Town should do something for all the non-First Responders who kept Town Hall and Library services available to the public. He believes we can find the funds available in the current Town budget to provide a one-time stipend of \$500 for full-time employees and a pro-rated amount for part-time employees. To come out of the current budget, the payments would be made before the end of the year.

Dennis McCarthy and Nancy Mayland both felt that was a very positive gesture towards Town employees that would be well deserved.

Mr. Herman indicated he can develop the full list of individuals, but estimated there would be approximately 10 full-time and seven part-time employees who would be eligible for a non-First Responder Stipend.

Nancy Mayland moved to recommend offering a one-time non-First Responder Stipend in 2020. Seconded by Dennis McCarthy. A vote was taken; all were in favor, the motion passed unanimously.

Approval of Minutes – October 30, 2019

Nancy Mayland moved to approve the minutes of the October 30, 2019 meeting as presented. Seconded by Todd Bedard. A vote was taken, all were in favor, the motion carried unanimously.

Mask Mandate for New Hampshire

The Board had a brief discussion on the Governor's mask mandate and how it might be implemented in various Town buildings.

Adjourn

Nancy Mayland made a motion to adjourn; Michael Rolfe seconded the motion; all were in favor, the motion passed unanimously, and the meeting stood adjourned at 7:17 P.M.