

Town of Lyman  
 Select Board Special Meeting Minutes  
 Wednesday January 18, 2023 – Lyman Town Hall

**Selectboard members present:** Ralph "Rusty" Blackington (Chair), Thomas Hatch (Vice Chair)  
 Jessica Picard, John Tibbetts

**Selectboard members absent:** David Alves

**ITEM #1**

- a. Open RFP's for Classification & Compensation Job Study  
 Opened sealed bids for Classification & Compensation Study 2023. Bids received are as follows:

1. CBIZ Compensation Consulting  
 Submitted 1/18/2023

Organization-Wide Compensation Study <i>(Includes custom peer survey &amp; employee presentations)</i>	\$25,000.00
Update Job Descriptions	\$6,000.00
Town Manager Recommendations	\$2,500.00
<b>Total Fees</b>	<b>\$33,500.00</b>

2. REDW, LLC  
 Submitted 1/17/2023

Assessment & Classification plan	\$8,250.00
Benefits Review & Recommendations	\$2,750.00
Job Analysis & Job Description Update	
- Job Analysis (22 positions)	\$3,300.00
- Updated Job Descriptions (includes TM & Assistant TM)	\$8,800.00
- Contract review for TM	\$2,625.00
Job Evaluation & Compensation Study	\$3,300.00
Conclusion of Study, Implementation & Training	\$5,500.00
Compease Licensing, Training & Implementation	\$600.00
- (90% discount for first year, cost includes software implementation)	(\$540.00)
- 1 day compease training	\$2,000.00
Parity Analysis & Financial Plan	\$1,000.00
<b>Total Fees</b>	<b>\$40,335.00</b>

3. Paypoint HR  
 Submitted 12/27/2022

Classification & Compensation Study, All positions	\$9,500.00
Benefits Analysis	\$2,500.00
Job Description Review, Updates all positions	\$3,000.00

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Policy Review & Updates Including FLSA & Overtime	\$2,000.00
Draft of Employment Contract for Town Manager	\$1,250.00
<b>Total Fees</b>	<b>\$18,250.00</b>

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4. **Municipal Resources, Inc (MRI)**  
 Submitted 1/17/2023

MRI Proposes to assist with the following:

- o Development of salary & Benefits analysis for all positions, including a comparison analysis
- o Recommendations of a valid process, methodology, & policy to determine pay levels for positions.
- o Review/ Update existing job descriptions
- o Updated classification and compensation plan
- o Labor market compensation analysis and comparisons
- o Classification forms and documents
- o Methodology and implementation guidelines
- o Development of Personnel Policy
- o Recommendation on organizational structure of positions
- o Implementation of costs
- o Final Report and Findings.

*(Timeline: Salary, benefits & Classification plan would be completed by April 1, 2023 to assist the Town with compiling data in a timely manner for Annual Town Meeting. Remainder of components of the study would be completed by June 1, 2023 or sooner.)*

<b>Total Fees</b>	<b>\$13,000.00</b>
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5. **JER HR Group, LLC**  
 Submitted 1/17/2023

Project Initiation Phase	
- Meetings	
- Obtain Background information.	
- Review / Update current compensation policies & Practices	\$3,000.00
Classification Phase	
- Entry of Job Descriptions in software	
- Assign Scoring of 15 factors	
- Conduct FLSA & EEO audit jobs.	
- Assign Job Values	
- Presentation to key stakeholders	\$2,500.00
Compensation Phase	
	\$5,500.00

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- Compare Town jobs and pay to external jobs.  
(20 positions)
- Review Internal and Pay equity.
- Recommend pay increase plan.

Benefits survey phase \$3,000.00

- Preparations of the survey form, and survey data

Required Significant Deliverables \$1,500.00

- Create initial drafts/ reports and submit for review
- Make changes & finalize reports.
- Presentation to key stakeholders
- Train HR staff on maintenance of plan/software

Travel \$4,000.00

- Travel for two on-site visits

Total Fees \$19,500.00


**Jessica Picard - Makes a motion the board proceeds with the consideration of RFPs Municipal Resources Inc, JER HR Group and Paypoint HR and check references before making a final decision.**


**John Tibbets – Seconds the motion. Motion passes: 4-0-0**

**ADJOURN**

**Thomas Hatch – Makes a motion to adjourn.**

**John Tibbetts – Seconds the motion. Motion passes: 4-0-0**

  
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Ralph "Ralph" Blackington (Chair)

  
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Thomas Hatch (Vice Chair)

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David Alves

  
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Jessica Picard

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John Tibbetts

I, Lindsay Gagne, Clerk to the Select Board of the Town of Lyman, Maine, do hereby certify that the foregoing document consisting of 3 pages are the original minutes of the Board of Selectmen Regular Meeting dated January 18<sup>th</sup>, 2023

  
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Lindsay Gagne