



## Programs & Services Committee Report

### City of Newton In City Council

**Monday September 13, 2021**

**Present:** Councilors Krintzman (Chair), Albright, Greenberg, Ryan, Humphrey, and Wright

**Absent:** Councilors Baker and Noel

**City Staff:** Nathan Giacalone, Committee Clerk

#### **Referred to Programs & Services and Finance Committees**

**#348-21      Request to set salary for City Clerk/Clerk of the City Council**

COUNCILORS ALBRIGHT, LIPOF AND KRINTZMAN requesting an amendment to Section 4-21(b) of the City of Newton Ordinances to set the salary for the City Clerk/Clerk of the Council.

**Action:**      **Programs & Services recommended approval of setting the salary for the City Clerk/Clerk of the Council at \$127,000 6-0**

**Notes:**      The Chair introduced the item, saying that at the previous Committee meeting, the Committee selected its preferred candidate for City Clerk/Clerk of the Council and a liaison was designated to assist Human Resources in determining the appropriate salary. He also clarified that the salary is set by ordinance which is why the Council must vote to change it. The Chair said that based on the factors described in the attached letter from HR, the recommended salary is \$127,000.

Discussion:

**We are given a range and told what the salary should be, but the Committee is given no data points for comparison. Should the Committee rely on the proposed salary recommended to it without a more detailed explanation behind the recommendation?**

This process was started by reviewing the salaries of other clerks across the state. The range of the top 5 cities in Massachusetts was between \$120,000-\$127,000. For comparison, Mr. Olson was paid around \$145,000 when he retired after serving on the job for about 15 years. Additionally, the context for the department heads' salaries in Newton ranges from \$120,000-\$164,000.

Other Comments:

HR was assigned this task on the Council's behalf to navigate the complex systems and laws surrounding about this topic. It is not our job to second-guess HR when they have expertise on these matters.

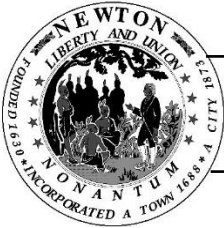
The Council can have a direct role in this process. In the past, Mr. Olson contacted the then-President and Vice President of the Council with concerns that his salary was not commensurate with other department heads. Thanks to their involvement, they helped HR get a compensation study started which determined that his salary was too low and needed to be raised. Part of the Council's job is to ensure department heads are properly compensated.

Councilor Humphrey made a motion to recommend approval of setting the salary for the City Clerk/Clerk of the Council at \$127,000 which carried 6-0.

The meeting adjourned at approximately 6:45pm.

**Respectfully Submitted,**

**Josh Krintzman, Chair**



**CITY OF NEWTON, MASSACHUSETTS**  
**DEPARTMENT OF HUMAN RESOURCES**

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Ruthanne Fuller, Mayor

Michelle Pizzi O'Brien, M.P.A.  
Director of Human Resources

September 13, 2021

Susan Albright, President  
Newton City Council

RE: Recommended Salary for Carol Moore, City Clerk/Clerk of the Council

Dear President Albright,

As you may recall, the Programs and Services Committee voted on August 25, 2021 to assign Chair Krintzman to work with you and me on the proposed salary for the recommended candidate, Carol Moore, for the position of City Clerk/Clerk of the Council.

Following these discussions, we agreed to offer the annual starting salary of \$127,000 to Ms. Moore. This offer was based on the following factors:

- The posting range for the position of \$125,000 to \$135,000.
- The salary of this position or like positions in other municipalities.
- The salary of comparable positions within our organization.
- The duties and responsibilities of the position.
- Ms. Moore's experience, education, and training, as it relates to the position.

As recommended, the Human Resources Department offered this salary to Ms. Moore on a conditional basis<sup>1</sup>, and she has accepted.

Therefore, I recommend that the Programs and Services committee recommend the annual starting salary of \$127,000 for adoption by the full Council. I also recommend that the Council consider the salary of this position on an annual basis each year, in the Spring, as you anticipate the budget for the upcoming fiscal year. This was the practice which the Council applied to the former City Clerk/Clerk of the Council and is a good practice to continue going forward. I would be happy to assist the Council in this review annually.

Sincerely,

Michelle Pizzi O'Brien, M.P.A.  
Director of Human Resources

CC: Rick Lipoff, City Council Vice President  
Joshua Krintzman, Chair of the Programs and Services Committee

<sup>1</sup> This offer was made a conditional basis to the candidate. The offer was conditional upon the candidate completing the City's pre-employment process and the Council's appointment and acceptance of the recommended salary.