

The Board of Selectmen held a special meeting on August 4, 2016 at the Notch Road Municipal Center with First Selectman Robert Morra presiding. Also in attendance were: Selectmen Robert Neil, Michael Eremita, Gwen Marrion and Sandra Pierog.

**1. CALL TO ORDER**

Mr. Morra called the meeting to order at 7:06 P.M.

**2. PERSONNEL**

The raise for the retired Selectmen's confidential secretary was discussed. A motion was made by Ms. Marrion, seconded by Mr. Eremita, to increase the FY17 wage from 2% to 3%, equal to the union personnel increase. Motion unanimously passed.

By consensus, the board agreed the retirement payout for Angela Carrier is to be paid out of the Employment Separation Fund. In addition, the board by consensus agreed that Jen Ochoa's vacation payout is to be paid out of the regular payroll line item.

**3. EXECUTIVE SESSION: Administrative Officer**

A motion was made by Ms. Marrion, seconded by Mr. Eremita, to enter into executive session at 7:20 P.M. to discuss personnel: Administrative Officer. Motion unanimously passed.

Executive session ended at 8:55 P.M.

A motion was made by Ms. Marrion, seconded by Mr. Eremita, to adopt the Administrative Officer's employment agreement dated August 4, 2016 subject to the employee's contribution to the health insurance plan is the same as the supervisor's union. Motion unanimously passed.

A motion was made by Ms. Marrion, seconded by Mr. Eremita, to adopt the Administrative Officer's job description as proposed. Motion unanimously passed.

A motion was made by Ms. Marrion, seconded by Mr. Eremita to approve the Administrative Officer's goals as presented for 2015-2016. Motion unanimously passed.

A motion was made by Mr. Eremita, seconded by Mr. Neil, to recognize as the Bolton Board of Selectmen the Bolton Lakes Regional Water Pollution Control Authority's Administrative job description as the job description that applies to the Bolton Administrative Officer. Motion unanimously passed.

A motion was made by Mr. Eremita, seconded by Mr. Neil, to set the Administrative Officer's salary increase for 2016-2017 at 3.1%. Motion passed (yes: Mr. Morra, Mr. Eremita, Mr. Neil and Ms. Pierog, no: Ms. Marrion).

4. **ADJOURNMENT**

A motion was made by Mr. Eremita, seconded by Mr. Neil, to adjourn the meeting at 9:25 P.M. Motion unanimously passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert R. Morra", with a long horizontal flourish extending to the right.

Robert R. Morra  
First Selectman

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.