

The Human Resources Subcommittee held a meeting on November 6, 2015 at the Notch Road Municipal Center. Present were: First Selectman Robert Morra; Selectmen Robert Lessard and Gwen Marrion; Administrative Officer Joyce Stille and Michael Eremita.

1. CALL TO ORDER

The meeting began at 8:03 A.M.

2. DISCUSSION ON PERSONNEL

Mr. Morra began the meeting by discussing performance reviews for staff based on a request from Ms. Marrion. He stated that there are not any issues with any staff on the list of personnel being reviewed at the meeting. Ms. Marrion requested that performance information be shared about the full time non-union staff prior to budget discussions. Mr. Morra agreed to provide the same information.

The group discussed in general terms the upcoming negotiations with two of the unions.

The subcommittee reviewed the part time staff's wages. Ms. Marrion stated that she believed the Selectmen should not take an increase next year. With this objection noted, the group recommends the BOS adopt the following FY17 wages:

		Total	
First Selectman (mo.)	1,200.54	14,406.48	2%
Deputy First Selectman (mo.)	192.78	2,313.36	2%
Selectmen (3) (per each)	1,387.20	4,161.60	2%
Record Checker (2)(per doc)	.51		
Board Clerk			
	\$25 no quorum		
	1 hour \$65, 2 hours \$75		
	Over 2 hours \$10/hr. add.		
BOS Secretary	20.09		2%
Treasurer (mo.)	728.28		2%
Tax Collector/Town Clerk (shared position)	18.05		2%
Assessor	1,944.63	23,335.56	2%
Bd. Of Assess. Appeals (3/each)	200.00	600.00	
Elections			
Registrars (2)	14.48		2%
Deputy Registrars (2)	11.58		2%
Moderator	11.99		2%
Election Workers	10.76		2%
Senior Citizen			
Van Drivers	14.48		2%
Home Help	9.79/10.10*		2%/3.2%
Chore Workers	9.79/10.10*		2%/3.2%
Handyman	18.11		2%
Secretary	14.84		2%

Fire Chief (yr.)	12,484.80		2%
Deputy Chief (yr.)	7,282.80		2%
Assistant Chief (yr.)	5,202.00		2%
Captains (2) (per each)	2,080.80		2%
Lieutenants (5) (per each)	1,040.40		2%
Fire Marshal (mo.)	687.99	8,255.88	2%
Deputy Fire Marshal (mo.)	287.95	3,455.35	2%
Highway Part Time Snow (non CDL)	16.50		
Highway Part Time Snow (CDL)	18.00		
Library Substitutes	10.66		2%
Library Page (2)	9.79/10.10*		2%/3.2%

*Needed to increase to minimum wage of \$10.10 on January 1, 2016.

Excluding the increases necessary for minimum wages, none of the increases exceed 2%.

3. ASSISTANT TOWN CLERK POSITIONS

No changes in the job description are necessary but there will be a change in the hours of work. Ms. Stille is working with Town Clerk Elizabeth Waters to determine the schedule and will then discuss with the union.

4. CHIEF FINANCIAL OFFICER POSITION

The position will be advertised again within the next week due to the chosen candidate dropping out for personal issues.

5. ADJOURNMENT

The meeting ended at 9:21 A.M.

Respectfully submitted,

Joyce M. Stille
Administrative Officer

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.