

The Board of Selectmen Human Resources Subcommittee held a meeting on November 5, 2012 at the Senior Center. Present were: First Selectman Robert Morra; Selectmen Robert Lessard and Leslie Shea; and Administrative Officer Joyce Stille.

1. CALL TO ORDER

The meeting began at 6:30 P.M.

2. DISCUSSION ON PERSONNEL

The subcommittee reviewed part time wages and recommend the Board of Selectmen adopt the following FY14 wages:

		Total
First Selectman (mo.)	1,148	13,776.00
Deputy First Selectman (mo.)	184	2,208.00
Selectmen (3) (per each)	1,326	3,978.00
Record Checker (2) (per doc)	.50	
Board Clerk		
\$25 no quorum		
1 hour \$65, 2 hours \$75		
Over 2 hours \$10/hr. add.		
BOS Secretary	18.10	
BOF Secretarial	12.40	
Treasurer (mo.)*	720.00	8,640.00
Tax Collector/Town Clerk	16.64	
(shared position)		
Bd. of Assess. Appeals (3/each)	195.00	585.00
Assessor	1,860.00	22,320.00
Elections		
Registrars (2)	13.45	
Deputy Registrars (2)	10.75	
Moderator	11.15	
Election Workers	10.00	
Senior Citizen		
Van Drivers	13.45	
Home Help	9.00	
Chore Workers	9.00	
Handyman	17.00	
Secretary	13.76	
Fire Marshal (mo.)	645.00	7,740.00
Deputy Fire Marshal (mo.)	270.00	3,240.00
Highway Part Time snow	16.30	
Library Substitutes	10.00	
Library Page (2)	9.00	

*With the retirement of the Finance Director, the responsibilities of the finance department have been reviewed. As a result, the separate position of Treasurer will be phased out.

The fire officers' wages were already set but a job description is still necessary.

Ms. Stille was authorized to finalize the retirement of Finance Director Jerry McCall and subsequent changes for other staff.

The group discussed the Administrative Officer's position and sewer authority administrator. The Bolton Lakes Regional Water Pollution Control Authority will contract with Bolton for this position. To date, countless hours have been spent on authority work. The duties of this position will be added to the Administrative Officer's job description. Through the authority, to the Town, the position will be paid \$20,000 in FY14. It will be listed separately in the budget.

The holiday season was discussed. The luncheon will be on December 12th at Herrick Park. Ms. Stille to review with unions and staff proposed holiday issues.

Discussions with Director of Community Development John Pagini on the fire protection regulations were discussed. Under the Planning and Zoning Commission, the establishment of the following Fire Protection Regulations Subcommittee is recommended for approval by the Board of Selectmen: 2 PZC members; 1 BOS member; 1 EDC member; Fire Marshal; Fire Chief; 1 Business owner; 1 Residential development representative; and ex officio staff John Pagini and Jim Rupert.

For the Lake Commissioner and Deputy Lake Commissioner positions, there were three applicants. The subcommittee will review the letters of interest and conduct interviews as soon as possible.

3. EXECUTIVE SESSION

None.

4. ADJOURNMENT

The meeting ended at 8:25 P.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.