

The Human Resources Subcommittee held a meeting on November 24, 2014 at the Notch Road Municipal Center. Present were: First Selectman Robert Morra; Selectmen Robert Lessard and Gwen Marrion; and Administrative Officer Joyce Stille.

**1. CALL TO ORDER**

The meeting began at 11:15 A.M.

Regarding the September 4, 2014 meeting minutes concerning the contract for financial consulting services, a motion was made by Ms. Marrion, seconded by Mr. Lessard, to add the following:

Ms. Marrion requested that in two places where the Administrative Officer is mentioned, that the First Selectman should also be mentioned, and she requested that the First Selectman’s signature be added along with the Administrative Officer’s signature. Following discussion, the group agreed to add the First Selectman’s signature but not the references to the First Selectman elsewhere.

Motion unanimously passed.

**2. DISCUSSION ON PERSONNEL**

Ms. Stille reviewed a form developed for individuals interested in serving on a board or commission. By consensus, the group agreed to recommend adoption by the Board of Selectmen (BOS) with minor revisions of rearranging items at the top and bottom of the form.

The subcommittee reviewed part time wages and by consensus recommend the BOS adopt the following FY16 wages:

		Total	
First Selectman (mo.)	1,200.50	14,406.00	1.99%
Deputy First Selectman (mo.)	192.70	2,312.40	1.96%
Selectmen (3) (per each)	1,387.00	4,161.00	1.99%
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	19.70		3.6%
Treasurer (mo.)	714.00		2%
Tax Collector/Town Clerk	17.70		3.75%
(shared position)			
Bd. Of Assess. Appeals (3/each)	200.00	600.00	
Assessor	1,906.50	22,878.00	
Elections			
Registrars (2)	14.20		2.9%
Deputy Registrars (2)	11.35		2.7%
Moderator	11.75		2.6%
Election Workers	10.55		2.9%

Senior Citizen			
Van Drivers	14.20		2.9%
Home Help	9.60*		3.8%
Chore Workers	9.60*		3.8%
Handyman	17.75		2%
Secretary	14.55		3.2%
Fire Chief (yr.)	12,240.00		2%
Deputy Chief (yr.)	7,140.00		2%
Assistant Chief (yr.)	5,100.00		2%
Captains (2) (per each)	2,040.00		2%
Lieutenants (5) (per each)	1,020.00		2%
Fire Marshal (mo.)	674.50	8,094.00	2%
Deputy Fire Marshal (mo.)	282.30	3,387.60	2%
Highway Part Time Snow (non CDL)	16.50		
Highway Part Time Snow (CDL)	18.00		
Library Substitutes	10.45		2%
Library Page (2)	9.60*		3.8%

\*Needed to increase to minimum wage of \$9.60

Excluding the increases necessary for minimum wages, the average of all increases is 2.4%.

### 3. DISCUSSION ON SHARED SERVICES

The group discussed providing Building Official services for the Town of Columbia under an agreement as Bolton currently has with the Town of Willington. Bolton would need to hire a part time Assistant Building Official but costs would be covered. It provides an opportunity for regional shared services and continuity of services in Bolton in Mr. Rupert's absence. By consensus, the group agreed to pursuing an agreement with Columbia for Building Official services.

### 4. ADJOURNMENT

The meeting ended at 1:10 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.