

MINUTES OF THE CHESHIRE TOWN COUNCIL AND PERSONNEL COMMITTEE JOINT MEETING HELD ON TUESDAY, DECEMBER 6, 2016, AT 7:00PM IN THE TOWN COUNCIL CHAMBERS CAUCUS ROOM, 3RD FLOOR, TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE, CONNECTICUT 06410

Present:

Town Council Chairman Robert J. Oris, Jr., Paul A. Bowman, Vice-Chairman, Personnel Committee Member Peter Talbot, Council Members Michael Ecke, Patti Flynn-Harris and Tim Slocum.

Absent:

Thomas Ruocco and Sylvia Nichols

Staff:

Michael A. Milone, Town Manager and Louis Zullo, Personnel Director – Assistant Town Manager

1. Roll Call

The Clerk called the roll and a quorum was determined to be present at 7:10pm.

2. Pledge of Allegiance

The group pledged allegiance to the flag.

3. Discussion of Non Union Pay Plan

Town Manager Milone summarized the attachments that were prepared for this meeting which consisted of options and information requested by Council members at the preceding meeting on this matter. These options consisted of increasing the minimum and maximum pay of each classification by one-half of the percentage recommended by Mr. Milone, and a second option was to increase each minimum by 2% and the maximum by one-half of Mr. Milone's proposed percentage increase. Mr. Talbot indicated that the pay plan with an increase in the minimum of 2% had an incorrect midpoint as it was likely just carried forward from the previous option.

Mr. Talbot asked how many employees would exceed the maximum pay in their classification if no pay plan increases were approved and Mr. Milone said that he identified nine employees in this category.

Mr. Bowman, following upon the discussion from the previous meeting, asked about the classification of the Fire Marshal position and whether it should be moved from its current E-2 classification to an E-3. Mr. Bowman identified some of the positions classified as E-3, in particular the Building Official, and felt that the Fire Marshal's duties and responsibilities were comparable to the Building Official and other E-3 positions.

Mr. Zullo mentioned that the Charter has the Fire Marshal reporting directly to the Town Manager but with the appointment of a paid Fire Chief many years ago, the Fire Marshal reports to the Fire Chief and the Charter should be revised to reflect this change.

Mr. Oris indicated that he felt that the Town's pay plan should be consistent with the other municipalities that were surveyed for comparative data since this represents the market averages for comparable positions.

The Council agreed to use this comparative data information as the basis for their revisions and with that made the following changes.

<u>Classification</u>	<u>Increase to Minimum</u>	<u>Increase to Maximum</u>
E-5	2.0%	4.0%
E-4	0	0
E-3	2.0%	2.0%
E-2	0	0
E-1	2.0%	3.0%
N-4	2.0%	4.0%
N-3	2.0%	2.0%
N-2	2.0%	2.0%
N-1	2.0%	4.0%

MOTION by Ms. Flynn-Harris to move these revisions in the non union pay plan as well as the reclassification of the Fire Marshal's position from E-2 to E-3 to the full Council.

SECONDED by Tim Slocum.

VOTE passed unanimously.

Ms. Linehan entered the meeting at 7:50pm.

Mr. Bowman asked for a moment to address the Council members and stated that in April of this year while reviewing the operating budget with Messers Oris and Milone and Town Attorney Al Smith, he asked Attorney Smith for a legal opinion as to whether he had a conflict of interest on certain police matters requiring Council action since Mr. Bowman's son-in-law is a Cheshire Police Officer. Mr. Bowman presumed his request was likely overlooked and again recently requested the legal opinion of Attorney Smith after a conversation with Mr. Slocum when Mr. Bowman left the last meeting when the Council went into executive session to discuss the police and dispatchers contracts.

Mr. Bowman said that he requested this legal opinion to ensure that he did not act on matters where a conflict of interest might exist. He said he was confused as to why former Town Councilor Jim Sima apparently never made a similar request of the Town Attorney in spite of the fact that Mr. Sima's daughter was a teacher in the Cheshire School System and Mr. Sima voted on education matters.

4. Discussion of Non Union Personnel Rules and Regulations

Mr. Milone reviewed the summary document which identified the proposed revisions to the Personnel Rules and Regulations and also identified the estimated cost or savings of each item where applicable. Each item was reviewed and discussed, and Mr. Oris raised a question about item C, Snow and Ice Call in Payment at \$300 per month for four months. Mr. Oris asked how many individuals would qualify for this payment and Mr. Zullo indicated that it would apply to two non-union employees; the Highway Superintendent and the Parks Foreman. The Council did not agree to support this revision and it was deleted from the list.

MOTION by Peter Talbot to move the proposed revisions to the Personnel Rules and Regulations to the Town Council with the exception of item "C", "Snow and Ice on Call payment of \$300 per month".

SECONDED by Tim Slocum.

VOTE passed unanimously.

5.&6. Discussion of Position Reclassification and Revised Job Descriptions

Peter Talbot explained that since these two items were connected it was logical to discuss them together. Mr. Talbot and Mr. Oris provided an overview of the request and indicated that the memo

from Mr. Milone summarized the proposal. Mr. Oris reminded the members that this request had been discussed at a previous Council meeting but asked if any members had questions about this proposed reclassification of the position of Executive Assistant to the Assistant Town Manager/PIO. Mr. Bowman had some general questions of Mr. Milone and asked Mr. Milone to explain the request.

Mr. Milone reiterated the points that he made in his memorandum requesting this reclassification and expanded on them with examples and additional information. Mr. Bowman asked what would happen if Ms. Talbot were to leave Town employment. Mr. Milone stated that Ms. Talbot is committed to providing the critical support in the Town Manager's transition and has not expressed any intent to leave Town employment in the foreseeable future.

Mr. Oris stated that if Ms. Talbot eventually left Town employment that the Council could revisit this job classification.

Ms. Flynn-Harris indicated that she liked the idea of the form of this plan in anticipation of the change that would take place in the Town Manager's Office with the transition to a new Town Manager.

Mr. Slocum asked about the job description for this proposed reclassified position, specifically relating to supervision. Mr. Milone responded that Ms. Talbot supervises the Administrative Assistant, Melanie Roberts, and if she is reclassified would act as the Town Manager in the Town Manager's absence and hence supervise the Town government personnel.

MOTION by Peter Talbot to move each of these items to the full Council for their meeting on December 13, 2016.

SECONDED by Tim Slocum.

VOTE passed unanimously.

7.&8. Executive Session

MOTION by Patti Flynn-Harris to enter executive session to discuss the Town Manager's performance review at 8:15pm.

SECONDED by Liz Linehan.

VOTE passed unanimously.

Mr. Zullo left the meeting at 8:15pm and Mr. Bowman left the meeting at 8:40pm.

At 8:45pm Mr. Zullo, Chief Dryfe and Deputy Chief Pichnarcik were invited into the meeting to discuss contract negotiations. At 9:20pm Mr. Zullo, Chief Dryfe and Deputy Chief Pichnarcik left the meeting.

MOTION by Peter Talbot to exit executive session at 9:20pm.

SECONDED by Patti Flynn-Harris.

VOTE passed unanimously.

MOTION by Peter Talbot to move the Dispatcher's Labor Union Contract Agreement to the full Council.

SECONDED by Tim Slocum.

VOTE passed unanimously.

MOTION by Peter Talbot to move the Town Manager's contract revisions to the Town Council with the following changes:

- 1) Salary Adjustment – 2.75% on existing wage base.
- 2) Deferred Compensation – Increase Town contribution from 15% of annual wage base to 17% of annual wage base.

Both changes to be retroactive to July 1, 2016.

SECONDED by Tim Slocum.

VOTE passed unanimously by members present; Chairman Oris, Peter Talbot, Tim Slocum, Michael Ecke, Patti Flynn-Harris and Liz Linehan.

9. ADJOURNMENT

MOTION by Peter Talbot to adjourn the meeting at 9:30pm.

SECONDED by Patti Flynn-Harris.

VOTE passed unanimously.

ATTEST:

Michael A. Milone