

**MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE
MEETING HELD ON TUESDAY, JUNE 6, 2017 AT 6:30 P.M. IN ROOM 207 TOWN
HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Thomas Ruocco, Chairman; Sylvia Nichols and Peter Talbot.

Staff: Town Manager Michael A. Milone; Personnel Director Louis Zullo.

Laura Brennan, Town Clerk

1. ROLL CALL

The clerk called the roll. A quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE

The group Pledged Allegiance to the Flag.

3. DISCUSSION OF SALARY ADJUSTMENT FOR TOWN CLERK.

Chairman Ruocco referred to Town Clerk Brennan's memo requesting a 3% increase in the position compensation effective January 1, 2018.

Town Clerk Brennan thanked Town Manager Milone for meeting with her and advising her on presentation of the salary adjustment for the position of Town Clerk.

Ms. Brennan advised she reviewed the 20+ year history of the compensation for the Town Clerk, and averaged it out to 3%. She said she wants to be fair and will abide by the decision of the Town Council on this issue. Ms. Brennan has been in the Town Clerk's office for 23 years, and Town Clerk for 18 months. She stated her commitment to the position and its responsibilities, and improvement of all aspects of the office.

A chronological list of her accomplishments as Town Clerk was highlighted by Ms. Brennan. They include:

- Reassignment of staff for more efficiency and service to the public.
- Devising new tracking method for elected and appointed boards and commissions for more accuracy and immediate recognition of corrections.
- Implemented e-mail notifications of appointments and resignations to Town Council, board and commission chairs.
- Relocated public searching computers to the outer office to be in compliance with State Records Administrator.
- Initiated a plan to organize and define use of three (3) State mandated funds; upgraded office storage room; new cabinets & shelving with these funds.
- New key pad entry lock for vault door.
- Initiated acceptance of credit card payments for customer convenience.
- Installed computer in the lobby (near office door) for dog licensing.
- Launched second e-recording vendor for public convenience.
- Worked with Registrars of Voters on four (4) elections in 2016.
- Accepted participation on a pilot program with SEEC for electronic filing of election forms.

- RFP for new Records Management Vendor, Kofile Technologies, at same cost as prior vendor but more services.
- Town Clerk's goals and objectives for next year will be e-mailed to the Town Council.

Regarding the SEEC election forms, Mr. Talbot asked about candidate's ability to file the forms, and difference from prior filing. He also commented on issues in the office being over, and the office operating well.

Ms. Brennan explained that in the past the parties filed on-line, not the candidates. Now, the filing can be done on-line by the candidate, and the Town Clerk's office will assist a candidate with this filing.

Ms. Nichols commented on the busy office of the Town Clerk, and the benefits of tracking appointed and elected board and commission members. She asked about the new records management firm.

With this new firm, Ms. Brennan said there will be more opportunities for better service and interaction between offices in Town Hall.

The committee held a brief discussion on the history of the salary of the Town Clerk. It was noted that the compensation is done on a calendar year, and will be effective January 1, 2018.

Town Manager Milone reported that if the change in the Town Charter is approved for an appointed Town Clerk, the position would be put into one of the job classifications. This would be discussed with the Personnel Committee. An "appointed Town Clerk" would have compensation effective January 1, 2020 to be in compliance with the amended Town Charter.

Mr. Zullo reported on the history of the compensation for Town Clerk, effective January 1st of each year cited. 2.5% in 2016 and 2017; 2.3% in 2014 and 2015; 2% in 2012 and 2013; 0% in 2010 (non-union employees); 3.5% in 2011; 3.5% in 2008 and 2009.

Mr. Milone noted the last two raises were in line with the average percentages for department heads, and this has been consistent for the last four years.

It was pointed out by Ms. Brennan that the Town Clerk has no performance bonus, no bonus days, and no gym membership...all enjoyed by other department heads.

For FY 2017-2018, Mr. Milone said the pay plan is 2.5% for non-union employees.

Mr. Ruocco talked about keeping the 2.5% increase for the Town Clerk, and noted the many good accomplishments of Ms. Brennan as Town Clerk.

Ms. Nichols stated the job performance of the Town Clerk and staff is very good. There have been cost savings; the requested 3% increase is okay; but is more than other department heads will receive.

The 2.5% salary increase is supported by Mr. Talbot, who said it is consistent with the overall pay plan.

Stating there is no salary growth on the outside, Mr. Ruocco said taxpayers will not even receive a 1.5% increase. But, he would support 2.5% for the Town Clerk.

Ms. Brennan thanked the committee for their time and consideration of the increase in compensation for the Town Clerk position. She said she will be satisfied with and accept the recommendation of the Town Council.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee forward to the Town Council its recommendation of a 2.5% salary increase in the compensation for the position of Town Clerk to be effective January 1, 2018 and January 1, 2019.

VOTE The motion passed unanimously by those present.

**4. RECLASSIFICATION OF POSITIONS REFLECTING THE FY 17-18
ADOPTED BUDGET**

Mr. Milone and Mr. Zullo reviewed the non-union positions that were reclassified to a higher pay range with adoption of the FY 17-18 operating budget.

1. Collector of Revenue from E-2 to E-2
2. Director of Fine Arts from N-2 to N-4
3. Aquatics Director from N-4 to E-1.

The first two reclassifications create parity with other like positions and responsibilities. The Aquatics Director will receive a \$5,000 adjustment in pay; with the position going from N to E there is no longer paid overtime; and this position generates revenue of \$80,000 to \$100,000 with swim lessons at the community pool.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED to approve the reclassification and higher pay range for the following positions:

1. Collector of Revenue from E-2 to E-2
2. Director of Fine Arts from N-2 to N-4
3. Aquatics Director from N-4 to E-1

And forward this recommendation to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

5. AMENDMENTS TO JOB DESCRIPTIONS REFLECTING THE FY 17-18 ADOPTED BUDGET

When the budget was developed there were some significant changes in the Parks Department. Mr. Milone cited the following changes:

- Elimination of the Foreman position;
- One Grounds Keeper to Crew Leader; and savings of about \$111,000.
- Director Ceccolini retired, and the position of Director and Deputy Director were combined into one position.
- To support the operation of the department, the position of Program Supervisor should be created.
- The position of Program Coordinator becomes a 19 hour per week position.
- Job descriptions for the Program Supervisor and Program Coordinator had to be created.
- There were staffing changes in the Public Works Department due to transfer of the Parks Division to the Public Works Department.
- Additional duties were assumed by various Public Works positions and an Public Grounds Crew Leader.
- Assistant Highway & Public Grounds Superintendent position created (one Crew Leader position eliminated)

In the “Department of Recreation” with consolidation of the Director and Deputy Director positions, upgrade to the Program Supervisor position, and part time Program Coordinator there is savings of \$66,000. Total savings with changes is \$200,000, and with additional responsibilities in Public Works there is a \$20,000 expenditure spread amongst five (5) positions.

The job descriptions must be approved by July 1st. Mr. Zullo will be meeting with union reps for satisfaction of the contracts, with expectation of approval of position changes. They will be brought back to the Town Council for approval at a June meeting.

For the Tax Assessor position there were only some housekeeping changes.

Job Descriptions – Mr. Zullo reviewed the red-lined copies of the job descriptions.

Director of Recreation – (Deputy Director position eliminated); any reference to parks maintenance has been removed; Aquatics Director reports to this position; Parks and Recreation Commission will continue with the same name per the ordinance.

Program Supervisor – Some “deputy” duties have been put into this position; under #17 this person assumes Director responsibilities in absence of the Director, and acts with authority of the Director.

Program Coordinator – position reduced to 19 hours a week; changes are those referencing “parks” and some action verbs (“assists” rather than “directs”); under #4

should read...**promotes programs in the media, electronically or with printed materials.**”

Director of Public Works and Engineering – changes reflect responsibilities for parks; the use of words “public grounds” is throughout the description; deletion of supervises “Assistant Town Engineer and Engineering Technician”; the description now talks about Public Property, Public Grounds, WPCD, administrative assistance to Environment Commission, attendance at Council and various board and commission meetings; and provision of administrative assistance to Parks and Rec Commission.

With regard to Public Property, Ms. Nichols asked if there is still the expectation that the Department of Recreation will provide property maintenance etc. to the BOE properties.

There is still this expectation, and Mr. Milone said the Parks staff will be available to the BOE for an emergency situation.

Operations Manager/Town Engineer – there are minor changes in this job description; under skills abilities, inclusion of “buildings, parks, grounds, open space”.

Highway & Public Grounds Superintendent – addition of “Public Grounds” in the description; reports to “and Public Property”; supervises garage crew; addition of use of new equipment (tools); changes in “Essential Functions”.

Assistant Highway/Public Grounds Superintendent – this job description must be reviewed with the union representatives; Senior Crew Leader combined with Foreman job; classification PW 8 from 7; supervises Grounds Keepers, Crew Leaders and Maintainers.

Fleet Manager - now includes “Public Grounds” equipment; reporting is the same.

Crew Leader – three (3) positions in PW Department; one will be Grounds Keeper; the job description takes in everything in PW Department and Parks Division; words “as assigned” is needed in the job description; must have CDL license for the position.

Public Works Maintainer – change in Essential Functions (excavators) and must have CDL license.

Public Works Grounds Keeper – reports to Crew Leader; #6 includes plowing roads.

Tax Assessor – must have CCMA II designation for larger towns.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee forwards the new job descriptions to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

6. DISCUSSION OF NON-UNION PAY PLAN

Mr. Milone said the changes were taken from what the Council adopted last year, and he is requesting an increase in the minimum, middle and maximum by 2.5%. He said this is the average increase. There are 5 or 6 employees who will exceed the maximum and can only get a lump sum payment.

There were changes in classifications last year and Mr. Zullo noted Collector of Revenue from E-2 to E-3 and some N/A positions to N-1.

Mr. Ruocco commented on the large spread between mid and max numbers, with too much room to grow, and no change in the mid range. He recommends no increase in the mid range, and is unsure of 2.5% on the maximum range.

Six positions are affected – E-3 (1); N-5 (1); N-3 (2); E-4 (1); E-5 (1).

Last year the maximum increased more, and Mr. Ruocco suggested only increasing the five cited classifications by no more than 1.5%.

Mr. Talbot suggested 2% on all mid and max ranges, and not touching the minimum levels.

Ms. Nichols stated her agreement with Mr. Talbot's recommendation. She supports a 2% increase.

MOTION by Ms. Nichols; seconded by Mr. Talbot.

MOVED that the Personnel Committee supports a 2% increase on the maximum for all ranges of the pay plan.

VOTE The motion passed 2 in favor; 1 opposed (Ruocco).

7. DISCUSSION OF NON-UNION PERSONNEL RULES AND REGULATIONS

Mr. Zullo reviewed the proposed changes to the rules and regulations, Sections 9-5.8 and 10-4.1 for non-union employees.

9-5.8 – add *“Use of sick leave to cover medical appointments, used in two hour increments and not more than eight hours in total per six month period, shall not affect the perfect attendance bonus.”*

The doctor's appointment is recorded as sick leave without affecting a perfect attendance record. This started with the Cheshire Police Department. Employees track their sick leave for medical appointments.

10-4.1 – *Increase the premium share contributed for HSA from 6.5% to 7.5% effective January 1, 2018.*

Increase the specialist co-pay from \$40 to \$45 effective July 1, 2017 (Blue Care)

The committee discussed the two proposed changes, the reasoning behind the two hour sick leave affecting the bonus day, and increases stated. There was discussion about the Town going to a "Paid Time Off" plan or PTO. Mr. Zullo commented on the complications with staff having accrued time, and the PTO issue coming up during the initial Library union formation.

Following discussion, the Personnel Committee did not support the change in Section 9-5.8, and supported changes in 10-4.1.

MOTION by Mr. Talbot; seconded by Ms. Nichols.

MOVED that the Personnel Committee approves the changes in Section 10-4.1 of the Rules and Regulations, and forwards them to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

8. TOWN MANAGER'S FY 17-18 GOALS AND OBJECTIVES

Town Manager Milone summarized his memo to the Council which accompanied his Goals and Objectives document. He referred to the hiring of a successor Town Manager, as needed, throughout the Goals and Objectives document, making sure policies/procedures/best practices/guidelines are in place; and insuring sustainment of the organizations structure. Mr. Milone commented on employee turnover, new hiring, and importance of having everything in place, which makes clear the philosophy and expectations in terms of best practices and guidelines. He said much will depend on clarity and formal processes, and he will continue to work on these.

According to Mr. Milone there are four (4) expected retirements of Town Hall employees this year, and a possible large turnover in staff in the near future. As for layoffs, that is an unknown at this time. The Town is in a serious financial situation.

There are many people working remotely and Mr. Ruocco talked about computers in the work place being shadowed. He suggested shadowing of Town Hall computers.

Mr. Milone noted there are many software products available for employee training, and some staff helping others with their expertise. He talked about the need for additional staff training, and planning on this in the near future.

Committee Chairman Ruocco asked the committee members to review the Goals and Objectives, and submit any questions, comments, revisions to the Town Manager. The Council members all have a copy of the document, and they should do the same.

Mr. Milone will re-send the document to the Council members with a request to submit changes, etc. to him.

Mr. Ruocco expects the Council will approve the Goals and Objectives at the 2nd meeting in June or 1st meeting in July.

With regard to a performance evaluation of the Town Manager, Mr. Milone said his contract goes through June 30, 2018. He will not request, does not need or expect anything else as he fulfills his commitment as Town Manager to June 2018.

9. ADJOURNMENT

MOTION by Mr. Talbot; seconded by Ms. Nichols.

MOVED to adjourn the meeting at 8:05 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk