Present
Personnel Committee: Thomas Ruocco, Chairman; Michael Ecke, Anne Giddings.
Budget Committee: David Schrumm, Chairman; Michael Ecke and Thomas Ruocco.
Staff: Michael A. Milone, Town Manager; Louis Zullo, Personnel Director; Romona Harten Library Director; William Voelker, Town Planner; Registrars of Voters Aleta Looker and Susan Pappas; Dennis Dievert, WWTP Supervisor

1. ROLL CALL
The clerk called the roll and a quorum was determined to be present.

2. PLEDGE OF ALLEGIANCE
The group Pledged Allegiance to the Flag.

3. PROPOSES FY 11 BUDGET REALLOCATIONS FOR THE LIBRARY, WATER POLLUTION CONTROL DEPARTMENT AND PLANNING DEPARTMENT.

LIBRARY
Ms. Harten explained to the Council members that she is requesting a reallocation of what is already approved in the Library’s budget, with modification of the Assistant Library Director position and some union positions. In the budget there was a $39,530 cut in the assistant director position, which eliminated the position. After discussions with the Town Manager, Ms. Harten said she did not think elimination of the assistant director position was in the best interests of the Library.

Mr. Milone stated that elimination of the assistant director position was discussed during the budget process, but it was also mentioned that he would be back to reallocate money once the issues were resolved with the bargaining unit.

As a result of the discussions, Mr. Harten came up with several alternative plans to accomplish the cuts and modifications to union and non-union positions at the Library. There was a fair amount of push back from the union during conversations, some cooperation and ideas. Ms. Harten came up with a modification to the original budget for the assistant director’s position and reductions in part-time non-union positions and non-personnel budget lines.

The proposed cuts include the following:
Reduce part-time library clerks by 9 hours per week; eliminate Sunday overtime for assistant director; no salary increase for assistant director; salary reduction for assistant director; reduce pages hours by 11 per week; reduce Librarian II hours by 3 per week; reduce overtime budget by another $1,200; reduce program materials budget; zero out line items 602 and 603 – equipment. These reductions total $39,530.

Ms. Harten has discussed the proposed cuts with her staff, and by reducing the part-time clerks, the number of desk hours for full time professional staff is increased. This results in reduction of outreach programs to schools and the community.

Regarding the equipment reduction the Friends of the Library has agreed to pick up some of the equipment expenses costs, with a reduction in their support of the number of programs offered.

With these reductions, Mr. Schrumm noted that the assistant director position will remain, and he asked about reaction to the reduction in work hours.

Mr. Zullo stated that stated there is something in the contract which says that before any of the union jobs can be touched, non-union jobs must be touched. That means the Library Director position would come before the other staff. The FY 2010 budget had substantial reductions in non-union positions, and the Town is looking for cooperation to reduce union positions.

It was stated by Mr. Milone that the language in the contract says the issue must be discussed with the bargaining unit first. Discussing the matter does not mean union approval. He feels strongly that the administration has the right to do what is being done, without approval from the unions.

As a union there was no cooperation, but Mr. Zullo pointed out that individuals came to Director Harten willing to have a few hours reduced. But, it is a collective bargaining union, and the Town cannot bargain with individuals. The union, as a group, would not sign off on the proposed reductions.

There is a reduction in the overtime budget, and Ms. Harten said that is union members with the exception of the assistant director for Sunday Showcase programs. Most of these programs have been eliminated. Positions listed in the cuts are non-union staff.

Of the $39,530 in cuts, Mr. Schrumm asked how much was on the union side.

In response, Ms. Harten said it is about half, about $20,000 originally. After discussions one union position was cut to 30 hours from 35 hours.
Ms. Giddings asked if anything is being done about the next budget, making cuts which are not in the best interests of the Library.

According to Mr. Milone, the Town’s Labor Attorney Mr. Dugas advised that since someone’s job was at stake, the battle should be fought another day.

Ms. Harten stated that the assistant director job is on an administrative level, and the Library is more complicated than ever, with this person responsible for marketing, publicity, and programs. She did not want to lose this non-union position.

The Council was informed by Mr. Milone that Director Harten did recommend furloughs for Library staff and did get buy ins. He did not want to do that by carving out one bargaining unit. Mr. Milone said the only fair way to do furloughs is across the board.

Across the Library staff, Ms. Harten said $39,530 is many days. Ms. Zullo said it would be difficult to do since the Library is open 6 days a week.

Mr. Schrumm requested that the structure of the Library organization be submitted to the Council for review, and that Ms. Harten also review this structure. This would be the start of determining what is best for the Library as we go forward.

The Council was informed by Mr. Harten that her staff, union and non union, is in the process of reviewing the job descriptions for the Library.

Ms. Giddings thanked Ms. Harten for her memo which precisely laid out what she wanted to do and actual costs involved.

With regard to RFID implementation, Mr. Schrumm asked how this impacted the decisions made, and if this was taken into consideration.

Ms. Harten replied that she hopes there is 100% implementation of RFID, and said it is important to move forward with this project because of the large increase in business and staff needed to check out every book and all materials. With RFID there will be minimal need for staff at the desk doing transactions with the public.

The Council members were informed that their support of the proposals is needed, and next week there will be a resolution to amend the adopted budget. This has been discussed with the Town Attorney, and under the Town Charter, the Town Manager needs authority for changes because this is before the start of the new fiscal year, and involves positions and staff hours. When the Council gets the adopted budget these changes will not be seen because they are amendments to this budget. If there were line item changes after July 1st, Mr.
Milone would have the authority, under the Town Charter, to make them. Mr. Milone came to the Council now because of people’s positions involved. If these changes were not made now, the Assistant Director position would be eliminated; the part-time Electrician and Zoning Enforcement Officer would not have the authority to work more hours.

Since the budget lines will not change, Mr. Schrumm said it would be easier to make all the changes at once.

**Water Pollution Control Department.**
Mr. Milone explained that with the retirement of two employees in the WWTD, there was a reduction in one of the operator positions to 20 hours (from 40 hours) and the position became an “Electrician”. There is success with the new electrician with savings in the maintenance and equipment line items, with a new effect of zero distribution of dollars.

Mr. Dievert informed the Council that the part-time electrician has an E-1 and E-2 license. He has solved many problems in the department over the last few months and this has saved a lot of money for parts and equipment. Mr. Dievert’s request to increase the hours of the electrician was approved by the WPCA. The electrician works 4 hours a day, and it is requested that these hours be increased to 7 or hours a day. Mr. Dievert wants to implement a predictive and preventive electrical program for the treatment plant, and the electrician has the experience to set up this entire plan. With this plan the Town will save money, and the funding for the additional work hours will come from the various areas of the budget which have been cited. The facility will be plan design and it is beneficial for the Town to have another set of eyes (by the electrician) to examine the prints. Mr. Dievert believes it would do justice to the town to add the additional hours for the electrician’s position.

Mr. Schrumm noted the entire funding would come out of line items 203 (parts) and 403 (labor) in the department budget.

Mr. Dievert explained that in the past when there were problems at the pump station, the pump is shut down, an outside person is called in to do the work, and sometimes it can take a few days. With the additional hours for the electrician, there is the benefit of him repairing the problem, and his skills and talents could be used in other departments.

The total cost of the salary for the increased hours for this position is $12,855, and Mr. Milone said the benefits would come out of the benefits line in the budget. The position was budgeted for 20 hours of benefits, and another 10 hours would be added, with the Town paying another 50% of costs for the benefits.
It was noted by Ms. Giddings that the grant for the generator for the pool requires a licensed electrician.

In doing an analysis, Mr. Dievert stated that 75% of the WWTP calls require an electrician.

**TOWN PLANNING DEPARTMENT**

Mr. Milone stated there was an argument made to retain the Assistant Town Planner position with elimination of the Assistant Zoning Enforcement Officer. The candidate for the Assistant position declined the offer and Mr. Voelker did not feel that other candidates measured up to the standards of the position. There is concern about the Plan of Conservation and Development which would fall on the shoulders of Mr. Voelker, and assistance would be needed for this task. However, the State has moved this requirement out to 2014, and this changed the complexion of the matter. Mr. Voelker discussed the matter with Mr. Milone with the offer to eliminate the Assistant Town Planner position, making the Assistant’s position the Zoning Enforcement Officer with an increase in hours to 25 per week. The supervisory duties in the department would be included in the Environmental Planner’s position with a change in the job description, and some additional compensation for these duties. The net effect of all these changes is a savings of $32,000.

The reason the matter is before the Council is that it involves a position which is currently filled and will be eliminated in December if the amendment is not passed.

Mr. Voelker explained that the Assistant ZEO position goes to 10 hours on July 1st, and renders the position useless, affecting the availability of the person, and then elimination of the position in December. This is why he wanted to hold onto the Assistant Town Planner position, but since this job has not been filled, there has been time to evaluate and determine the most efficient way to staff the department. In the past, the Assistant Town Planner was the Zoning Enforcement Officer. The Zoning Enforcement Officer position would remain an N-1 position, and this makes it attractive to fill the position if the current person leaves the job.

It was noted by Mr. Milone that the position designation is "Assistant Town Planner/Zoning Enforcement Officer" but this is not cited in the budget.

Going into the future, Mr. Schrumm asked if this structure is what should be in place 4 years from now.

Mr. Voelker said he believes this is the right structure for the department.

It was stated by Mr. Schrumm that the Environmental Planner position was new in 1988, and a primary function of the Planning Department is staff to the zoning commissions and boards, enforcement of regulations, etc. He asked about the
importance of having an Assistant Town Planner with more of the technical zoning knowledge and if this is critical for the ZEO and Environmental Planner parts of the functions.

In response, Mr. Voelker commented on the fact that most of the land left in Cheshire for development has many challenges, and environmental planning is an essential component of environmental planning, and an important part of what is done in the Planning Department. More is done with open space evaluations, requests for dedications, stewardship on open space properties, and the reality is there is a greater concentration of environmental planning than ever before.

Mr. Schrumm asked about the Environmental Planner acting as the Assistant ZEO.

According to Mr. Voelker he, as Town Planner, needs to be more actively involved in all areas of planning, and this was not done before. He is confident that the structure being recommended is one that is durable, will meet the needs of the community, and provide for effective comprehensive planning. It will have sufficient staff for the zoning functions of the Town. When Mr. Voelker is absent from meetings or out of the office, the Environmental Planner would be the person taking over the duties.

Mr. Voelker informed the Council that Suzanne Simone, the Environmental Planner, is among the best in the State, has had the ZEO position before becoming the Planner, and knows full well how to handle zoning functions and duties. Ms. Simone has exceptional skills and experience, and he is confident she can handle zoning meetings, discourse with applicants and attorneys, and all the other responsibilities.

Regarding the actual numbers changing, Mr. Milone referred to page 75 of the budget book. With the delay of hiring the Assistant Town Planner to July, and the person only working 3 days until October 2010, the cost became $54,771. The Council recommended elimination of the Assistant ZEO position as of January 1, 2011, and the cost of the position was reduced to $5,400 for 10 hours a week to that date. Based on the recommendation of the Town Planner, there is the Assistant Town Planner position at $54,771 being eliminated; funding of the ZEO position (at $25,324 for 25 hours a week) requires another $20,100; the difference is about $34,000 in savings. There must be a determination of the additional compensation for the Environmental Planner assuming more responsibilities, which is estimated to be $1,500 to $2,000. The Assistant Town Planner position was eligible for full time benefits, and the ZEO would have part-time benefits.

The myth of less activity during a recession for the Planning Department was discussed by Mr. Voelker, who noted that development does decline, but the zoning enforcement side increases.
Ms. Giddings commended Mr. Voelker for recognizing the fact that the ZEO could not do the job in 10 hours a week and more work hours were required.

At this time in the department, Mr. Voelker said the Assistant ZEO has a Master’s Degree, and prior staff have moved onto higher level positions in other towns, and this speaks well to the experience they receive in Cheshire.

From a budget standpoint, Mr. Schrumm said there is a $34,000 savings and another $1,500 increase for Ms. Simone’s additional supervisory duties. He asked about these supervisory duties and what then include.

In response, Mr. Voelker said these duties include responding to questions from the public, administrative duties, understanding of problems and issues, doing research, and administration of staff. In his absence, if there are any problems there is someone running the office, and Mr. Voelker said it does not involve day to day supervisory needs.

Mr. Milone commented on the outstanding capabilities of Ms. Simone. He does not have a comfort level going forward without someone in command when the Planner is absent. There will be things added to the Environmental Planner and ZEO job descriptions.

Mr. Ruocco does not want to see the role of the Environmental Planner expanded.

Mr. Zullo explained that the supervisory duties cannot be done without a change in the job description.

Mr. Voelker further explained that every application which comes to the Planning Department has environmental issues, and this area of the process has grown. The idea that environmental planning and comprehensive planning are distinctive is not true, and one is a subset of the other. He is confident the proposed structure will meet the needs of the community.

The job descriptions were reviewed.

Environmental Planner – under Essential Functions, #1, add Planning and Zoning Commission; and addition of #8.

Zoning Enforcement Officer – Reports to: Town Planner…; under duties, add #7, “Staff to Zoning Board of Appeals”.

The Council was informed that there have been no ZBA meetings in four months, and the ZEO would be present at these meetings, and receive overtime paid on straight time.
MOTION by Mr. Ecke; seconded by Mr. Ruocco.

MOVED that the Personnel Committee and Budget Committee recommend that the budget reallocations for the Library, Water Pollution Control Department and Planning Department be forwarded to the full Town Council for consideration.

VOTE The motion passed unanimously by those present.

4. SALARY FOR THE REGISTRARS OF VOTERS
Mr. Milone provided background information on the Registrars salaries – 2006 there was an increase on January 1st of each year, and 2008 a 10% increase was given over two years. Each Registrar receives $20,463, and a decision on a pay increase must be decided by July.

Ms. Giddings commented non-union staff getting a raise, and said the Registrars should get a salary increase.

A recommendation of a 1% increase was made by Mr. Ruocco, who also commented on the stipends received by the Registrars each year.

Ms. Looker and Ms. Pappas were present for the meeting. Ms. Looker explained that the stipends for 2010 will be $450 for each election (June and August).

Mr. Schrumm recommended a 1% increase the first year and 2% the next year, with the salaries set 120 days before election day in November.

It was noted by Mr. Ruocco that the 10% increase was given to the Registrars when there was an increase in the work load, new voting machines, training, etc. He commended the staff for doing a good job, looking at averages, and finding a way to make parity with other non-union employees. Mr. Ruocco would support 1% a year increase.

Ms. Pappas stated that on election day the Registrars work from 5 a.m. to 9 p.m. and on an hourly basis of 20 hours, this equates to $449.80. There is no overtime payment.

The stipend number is set by State statute, and Mr. Milone said it is under line item "Other" in the department budget.

Ms. Giddings commented on the Registrars having all the preliminary work for primaries and petitions, with signatures having to be reviewed. She recommends 1% and then 2% for increases.

Mr. Milone stated that his recommendation would be consistency with other non-union people who are getting a 1% raise, and then 2.5% in the next year.
Following a discussion on the salary percentage increase, the committee decided 1% in year #1, and 2% in year #2.

MOTION by Mr. Ecke; seconded by Ms. Giddings.

MOVED that the Personnel Department recommends a 1% salary increase in year #1 and 2% in year #2 for the Registrars of Voters, and that this matter be forwarded to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

6. REVIEW OF PAY CLASSIFICATION PLAN FOR FY 10-11.
Mr. Ruocco stated that this matter was a resolution before the Council and was referred back to committee.

Ms. Giddings cited some classifications of employees from the budget book and those on the list, noting some of them were not the same.

In that regard, Mr. Zullo informed the Personnel Committee that the "list" is correct, and there must be errors in the classifications in the budget book which will be corrected. Some positions are 35 hours and some are 40 hours. Also, "E" positions are eligible for overtime; "N" positions are not eligible for overtime. There are no bonuses being given to employees, but there are longevity payments based on performance.

It has been a long time since this information has been looked at and compared to other towns, and Mr. Schrumm would like this comparison to be done. In looking at the three positions being analyzed, Mr. Schrumm said it looks like one will be over the maximum range.

Mr. Zullo stated that the Deputy Town Treasurer can only get the maximum of $68,952, but with a 1.025% increase the salary would be $69,230, and the difference would be paid out in a separate check.

Between now and December, Mr. Schrumm asked that Mr. Zullo get the salary survey and job ranges from CCM for comparison and evaluation.

At the present time, based on job performance, these employees can get 2.5% to 2.75% increases.

Whether at the low or high end of each group, Mr. Milone said the percentage increase is based on performance evaluation.

Ms. Giddings suggested adjustment to the Deputy Town Treasurer range, N-4, to $69,952.
There will be a close look at the Deputy Chief and Deputy P.W. Director positions, and Mr. Milone stated the three positions are all 35 hours per week.

These were all developed with percentage relationships and Mr. Milone said that moving the dollars around for different ranges distracts the relationships with the numbers. He would prefer the committee give him authority to exceed the maximum for one person and leave the numbers as they are now set.

With a bonus plan, Mr. Schrumm noted that the money does not go into the base for the next year.

Following a discussion on the three positions in the analysis, Mr. Zullo said the committee could do what is proposed and not anything else. The N-4 position rates can be increased by 4%. He will give the Council a new schedule and amended pay plan.

MOTION by Ms. Giddings; seconded by Mr. Ecke.

MOVED that the Personnel Committee recommends the reviews non-union play plan to reflect adjustments for the N-4 positions by 2% maximum increase.

VOTE The motion passed unanimously by those present.

6. NON-UNION PERSONNEL RULES AND REGULATIONS.

MOTION by Ms. Giddings; seconded by Mr. Ecke.

MOVED that the Personnel Committee adopt the Town of Cheshire Rules and Regulations changes as included on Sheet #6.

Discussion

Mr. Zullo said the changes are taking the prescription co-pays and premium share percentages for the three medical plans and adjusting them to the comparable numbers which have settled or will be settled with the arbitration. The effective date is July 1st and HSA effective date is January 1st. These are changes to keep everything in line.

Regarding the increase in the use of generic drugs Mr. Zullo advised that it is about 60% of the total prescriptions used, and the town receives reports on this issue.

Mr. Ruocco asked about the co-pay for PCP and specialists and if they are the same.
Each contract has a summary plan description and Mr. Zullo said he would provide this information to the Council. There are multi items in all three contracts which are going to arbitration.

For the HSA, Mr. Ecke said the per individual cost is $1,500; the Town pays $1,000 and the employee out-of-pocket is $500.

Mr. Milone stated there is an incentive to get more out of the plan and into the HSA.

People in the HSA understand it, and Mr. Zullo said they manage and use it.

7. ADJOURNMENT

MOTION by Mr. Ecke; seconded by Ms. Giddings.

MOVED to adjourn at 9:22 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk