

RECEIVED

By Darlene Brady at 11:23 am, Mar 13, 2023



Board of Selectmen
Special Meeting

March 7, 2023
2:00 P.M.

The minutes reflect motions and a summary of the discussion. Refer to the attached link for the recording of this meeting:

<https://www.youtube.com/watch?v=fnDRoEVNleU>

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/13JYcRTNI07bq4HRyP5kg9WqOcsN_XgX0

Jean Speck, Rufus deRham and Glenn Sanchez.

Also present: Darlene Brady, Zanne Charity, Melissa Cherniske, Debbie Devaux, Josie Donzella, Therese Duncan, John Grant, Lynn Harrington, Donna Hayes, Tai Kern, Patricia Oris and Rick Osborne.

Call to order:

Jean Speck called the meeting to order at 2:03 p.m.

Public Comment:

None.

2023/2024 FY Operating Budget:

ROV:

Therese Duncan:

- \$9,000 for fireproof cabinet.
- \$600 for one cell phone reimbursement.
- Salaries – 4% plus additional hours.

P&Z:

Tai Kern:

- Clerk salary increase was approved in current fiscal year's budget.
- Notices increased to cover the cost expended per application.
- Supplies includes 25% of a new permitting software system.

IWC:

Tai Kern:

- Conferences and Training is increase to allow for two Land Use staff members to participate.

- Not included in the proposed permitting proposal.

ZBA:

Tai Kern:

- Increase in notices to \$250 per notice.
- Increase in training to cover legislation for Commissioners training.

Building Department:

Tai Kern:

- Increase in supply line includes 75% of proposed permitting system.
- Increase in secretary line was approved in current fiscal year.

Town Clerk:

Darlene Brady:

- Provided a narrative for salary increase request.
- Request based on a salary range document created for the management review.
- The prior increase was a percent below the moderate to maximum range that could have been awarded.
- Found discrepancies in the COG survey.
- With the increase in elections and processes that have been put in place, there have been additional hours worked in this office.
- Continue to provide support to the Registrar of Voters and the elections with the absentee ballots during the Presidential election.
- Ongoing increase of maintaining phone calls and emails after hours and/or during the weekends.
- Comfortable with request based on the progress of the office and the support provided by this office.
- Do not receive a salary increase for being certified.
- Attend most conferences and webinars.
- One benefit not received as an Elected Official, cannot bank unused PTO.

Jean Speck:

- Hourly rate at the 30 hours a week is \$38.84.

Glenn Sanchez:

- Did you express concern with the Management Review when it was presented?
Darlene Brady: yes.

Rufus deRham:

- Is there anything for longevity? (No).

Administrative Assistant:

Joyce Kearns:

- Submitted a narrative to support request.

- Expressed how uncomfortable and unfair the process of requesting a salary increase that has been pushed off for a year and now allotted 15 minutes to plead your case with little to no guidelines.
- Admin. Assist is the only fulltime position not considered a department head.
- Admin. Assist shares the same responsibilities as a department head but not the same level of compensation.
- COG salary survey reflected incorrect salaries.
- Request to increase salary to department head level and change title to Office Manager.
- Breaking a salaried position down to hourly rate is very antiquated, no one works the number of hours listed in the budget.
- What mechanism is utilized to determine the number of hours people work?
- Roxbury's Administrative Assistant is most like Kent's and that position is currently paid \$77,000 per year.

Glenn Sanchez:

- Did you express concern with the Management Review when it was presented?
Joyce Kearns: Yes.

Jean Speck:

- Briefly address the comments about "not given direction".
- Lots of folks who have been doing municipal budgeting for decades.
- I think you come to the table with your best effort and your best story.
- Tell the story of your budget.
- Salaried employees should complete a timecard to justify the number of hours worked and determine if additional support is needed.

Rufus deRham:

- Agree, looking at hourly rate for salaried employees is very antiquated and an inaccurate way of determining compensation.
- It comes down to, is the job getting done?

Fire Marshal:

Stan MacMillan:

- Reduced Fire Marshal's hours to allow the deputy to work 4 hours per week at \$25 per hour, but not exceed 208 hours per year.
- Supplies increased for computer code program and clerical fees.

The Board of Selectmen had a consensus on the following departments budgets:

- Board of Finance
- Conservation Commission
- Historic District
- Health Insurance
- Torrington Area Health
- COST

- CCM

Jean Speck:

- Request additional historical information on contingency.
- Will have a budget number for LCD by Friday.
- Will put together a list of what is left to discuss.

Adjourn:

Glenn Sanchez made a motion to adjourn the meeting at 3:50 p.m. Jean Speck seconded the motion and the motion carried.

Joyce Kearns
Joyce Kearns

Administrative Assistant

These are draft minutes and the Board of Selectmen at the subsequent meeting may make corrections. Please refer to subsequent meeting minutes for possible corrections and approval.

RECEIVED MARCH 6, 2023, 11:58 AM

Original agenda filed March 2, 2023 at
2:32 PM

THIS UPDATED AGENDA HAS THE
CORRECTED GOOGLE DRIVE LINK



BOARD OF SELECTMEN
Special Meeting Agenda
March 7, 2023 @ 2:00 P.M.

Join Zoom Meeting: <https://us02web.zoom.us/j/84668115073>

Meeting ID: 846 6811 5073

One tap mobile: +16469313860,,84668115073# US

Supporting documentation for this meeting:

https://drive.google.com/drive/folders/1l8d_PZ7ZgCueYo9YMNjIzXq3EMX9x5_E

1. Call to order.
2. Public Comment.
3. 23/24 FY Operating Budget.
4. Adjourn.

To: Board of Selectmen
Re: Salary Increase Request FY 23/24
Date: February 20, 2022

As other salary increases have been approved based on the management review; \$2500 of my request is based on this town approved document. I received a portion of that salary increase but not the full amount that was suggested. The salary range included municipal comps, years of service, efficiency, and competency; also reviewed the inhouse department salaries paid at the time. The additional amount is the 4% COLA that is being used a place holder figure in all salary lines.

I have made the Town Clerk position my profession; I take pride in this. The past 21 years have been filled with continuous learning and advancements in all Town Clerk duties. The years of experience have given me a thorough understanding of the operations of Town Hall and how my role interacts. I understand the importance of being supportive of other offices and the flexibility needed to continue with advancement.

I conclude my request with a quote by Jack Canfield:

*" You don't know you are going to get a "NO" until you ask,
and if you don't ask you've given yourself the no."*

Thank you.

Darlene Brady, Town Clerk

To: Board of Selectmen

February 16, 2023

In lieu of the Board of Selectmen creating a policy or a process in which salaries were supposed to have been reviewed over the past year, I have written this narrative to advocate for myself and substantiate my salary increase request. My intent is to only address my position and not to determine if other positions are compensated fairly.

To be proficient in this process, I looked back at meeting minutes and Zoom videos to see how prior salary increases were submitted and approved, what documentation was received and reviewed to approve the requests. That process proved to be very challenging as some increases were approved by a memo written by the employee, others were approved by a subcommittee verbalizing salaries for a position but no supporting documentation provided, some the department heads fought while others had a commission fighting for the increase. The Board of Selectmen themselves ruled out using the COG salary survey as it was not comparing apples to apples. In summary, there is not a "standard" process for requesting a salary review or increase. Therefore, I have based my request on the Town of Kent fulltime salaried employee's salaries which include three recent hires that received higher pay than the person they replaced or went to fulltime from parttime with little to no documentation.

The Administrative Assistant is a unique position, as it is not technically classified as a Department Head. However, as the Administrative Assistant to the Board of Selectmen, I serve as the point person for the day-to-day operations within the Town Hall, which generally require me to resolve routine problems using existing procedures and best practices to determine and implement solutions. I regularly perform work involving confidential and sensitive information. I also manage the accessory buildings and multiple vendors who provide services for the Town. I believe that the work that I am doing more closely aligns with a Department Head and therefore, I have based my salary request to be in-line with the other fulltime Department Heads.

Over the past three years my job responsibilities have increased and many additional hours have been spent attending and managing the Zoom portion of numerous sub-committee meetings and multiple lengthy BoS meetings each month. I have also been very involved in the hiring process and interviewing of the many job openings over the past several years. My position does not offer an additional \$1,000 to obtain a certification or \$1.00 per hour for the completion of classes. I have however, attended numerous Human Resource seminars and am currently enrolled in the CCM Certified Connecticut Municipal Official program, but there will be no automatic increase for any of that training. When the Management review was conducted in 2018, I provided documentation confirming that I work on average 35 hours per week. To date, I still average 35 hours per week but am paid only paid based on 30 hours per week. I am not asking for a change in my hours, just to be compensated fairly. As a salaried employee. I have always and will continue to work whatever hours are necessary to get my job done. I have a proven track record of success in my current position. I am driven, hardworking and dedicated to continuous self-improvement within my profession. Based on that I am requesting that my salary be increased from \$55,182 to \$60,000 (8%) plus any across-the-board increase and that my title be changed to Office Manager, as suggested in the 2018 Management Review conducted by Randi Frank Consulting, LLC.

I would be happy to discuss this further and I thank you for your time to consider my request.

Joyce Kearns