

Board of Selectmen
Special Meeting

March 5, 2018
2:00 P.M. Town Hall

RECEIVED FOR RECORD
TOWN CLERK
2018 MAR 12 P 8:00
BY [Signature]
TOWN CLERK

Present: Bruce Adams, Chris Garrity and Jeff Parkin.

Also present: Darlene Brady, Jennifer Dubray, Debbie Devaux, Lesly Ferris, Donna Hayes, Rob Hayes, Rick Osborne and Linda Palmer.

Mr. Adams called the meeting to order at 2:00 p.m.

Mr. Adams provided an overview. He added that there are items that the Board does not have control over. He added that he is at a loss as how to move forward. Mr. Parkin suggested discussing the items on the (attached) 2017-2018 BOS Budget excel document created by Mr. Adams.

- Health Insurance – determined would put the 18% increase in budget and work to get a reduction
- Board already agreed on items in yellow:
 - Paramedic
 - Police
 - LCD

Mr. Parkin stated he believes there are only two open items:

- Pension at 5%
- 2% across the board increase
- Salary and hourly requests

Mr. Garrity stated they requested the following

- Additional information regarding the assistants, received (attached)
- Highway Foreman present to discuss his request

Mr. Adams stated that with regards to the assistant/clerks, he is not so sure that they can come up with a viable solution. He added that he feels that they are headed down a dangerous slope in trying to "equalize" all the assistants. It may be causing more problems than solving. He believes that in fairness to all, including the taxpayer, there is a wide range of hourly rates and vast difference of duties. However, he does not have an alternative, other than to keep things status quo and agree on an across the board increase. Mr. Garrity stated that one alternative is that he hopes that next July this Board help the departments to help them to understand how we are going to shape this discussion going forward. He added that it is our obligation to make the assistants feel like they are being treated fairly. Mr. Garrity stated that he agrees with the concept of the first assistant request, to equalize the assistant's pay in two offices. He, however, feels that to equalize the assistant in item B, is a promotion. Mr. Garrity suggested dealing with that one next year. Ms. Devaux stated that if you equalized the pay in item A, you set precedence and should apply the same theory to item B. Mr. Adams confirmed that both items A and B have one employee who works in two different offices at different rates of pay. Mr. Garrity clarified that the request for Item A is to equalize the pay rate, and the request for item two is to promote an employee. Mr. Garrity stated that item A keeps the same hours, and item B increases hours worked.

Mrs. Dubray stated that it is a reduction in hours. Mr. Garrity stated that he was going to go out on a limb and do nothing with the assistants, because "already you can hear it and he does not like it." Mr. Garrity stated for the record, "it is unfair, and it is our obligation, next year, first thing to make it equitable." Mrs. Brady stated that two of the three people that said the same thing last year are sitting at the table. Mr. Adams agreed. Ms. Devaux added that the Board agreed to study the insurance. Mr. Adams stated that "we" have some information about insurance that could reduce the budget.

Mr. Parkin stated that the second item B is a request from the ZEO. Mr. Adams stated she is scheduled to work 30-35 hours per week and has documented that she works 38 hours per week. Mr. Adams stated that the request should be exclusive of the 3% across the board increase.

Mr. Adams added that item C would be the same thing; the treasurer's request would be exclusive of the across the board increase. Mr. Parkin presented a per capita chart. He stated that study is based on population data from two years ago. Mr. Parkin stated that the charts were based on salary only. Mr. Parkin feels that the chart provided him support to agree with the treasurer's request. Mr. Garrity stated that it is a little troubling that the treasurer only has four data points. Mr. Parkin confirmed that the chart is based on the COG salary survey, and there is little information on financial offices. Mr. Adams added that the current COG salary survey shows that the treasurer is \$5.00 per hour under the average.

Mr. Parkin made a motion not to change any hourly rates for any position that is an assistant, an assistant position to a department function. This is exclusive of the across the board increase. There would be no change to Item A, no change to item B, no change to the second half of the second item B, clerk. Mr. Garrity seconded the motion. Mr. Garrity asked if they had to make motions. Mrs. Hayes stated if the request was made in writing then a motion should be made. Mr. Adams called for the vote, all in favor, motion carried.

Mr. Adams made a motion to grant item C, a \$2,500 increase for the treasurer. Mr. Parkin seconded the motion. Mr. Garrity went on record as saying, "we are not dealing with a lot of information; treasurer submitted current job description with no changes." Mr. Adams called for the vote: Mr. Adams and Mr. Parkin voted yes, and Mr. Garrity voted no; the motion carried.

Mr. Parkin made a motion to accept the ZEO's 5% increase, provided it that is the sole increase and is not compounded with the generic increase across the board. Mr. Adams seconded the motion. Mr. Garrity stated that he has the same position, the Land Use Administrator signed current job description with no changes. Mrs. Hayes stated that the job description changed five years ago. Mr. Adams and Mr. Parkin voted yes, and Mr. Garrity voted no; motion carried.

Mr. Parkin moved to accept item D; Social Services Director's request for an additional two hours per week. Mr. Adams seconded the motion. Mr. Garrity stated, again no change on the job description. Mr. Adams called for the vote: Mr. Adams and Mr. Parkin voted yes, and Mr. Garrity voted no; the motion carried.

Mr. Adams made a motion to approve the Park and Rec Director's request for \$107 more for the seasonal workers. Mr. Parkin seconded the motion. Mr. Adams and Mr. Parkin voted yes, Mr. Garrity voted no; the motion carried.

Mr. Adams stated that a number of years ago the Highway Foreman agreed to forgo overtime and took a bump up in his salary to include 300 hours of overtime. Since that time the Highway Foreman has continued to turn in timecards. The timecards confirm that he has worked an average of 500 overtime hours each year. Mr. Adams added that the request is for an additional 200 hours to be added to the highway foreman's salary. Mr. Osborne clarified that he used to be paid hourly and then went to a salary, which included 200 hours of overtime. Mr. Osborne stated that the foreman in Warren gets comp time. Mr. Osborne offered to provide a list of things he does to justify the overtime. Mr. Adams asked Mr. Osborne what he did during the most recent storm. Mr. Osborne stated that he worked from Friday at 3:00 a.m. until Saturday at 5:30 p.m., with a one-hour nap. He came back to work on Monday at 2:30 a.m. due to snow showers. Mr. Parkin stated that they discussed it, before and he is opposed. He stated he was not around when the position was converted from hourly to salary, but there is an expectation that you would do what it takes to get the job done. Mr., Parkin stated at this point he would be opposed but would be willing to look at the position again this summer. Mr. Parkin stated that the documentation from where it is now seems legitimate. Mr. Parkin made a motion to deny item F: the Highway Foreman's request for an additional 200 hours added to his salary. Mr. Garrity seconded the motion. Mrs. Brady said that the motion just made is inequitable. She added that she "no disrespect to those who just received money and no disrespect to those who may not, but the Board just used documentation from the Social Services Director to justify more hours with no more or no less information to support the request. The Foreman has timecards to support the request. Mrs. Palmer stated that the Town is lucky to have Rick; he has saved the Town a lot of money. Mr. Garrity and Mr. Parkin voted yes, and Mr. Adams voted no; the motion carried.

Mrs. Hayes suggested that the Town hire a third-party person to look into the salaries. The person should be a compensation specialist. She stated that Mrs. Brady is correct in saying that this was supposed to be done this year. She asked if once "you" find out what this "specialist" recommends, are you going to make those changes that you are over ruling now and would the be retroactive back to July 1, 2018? Mr. Garrity stated that was an interesting suggestion. Ms. Devaux stated that it has been done in the past. The review was conducted and did find that where big discrepancies in a lot of departments and then it was folded up and put in a drawer. Ms. Devaux stated that it was put away because a lot of "us" were underpaid.

Mr. Adams stated the Transfer Station employees are the lowest paid employees in Town. He feels strongly the employee number 1's salary should be increased. He did not speak with Mr. Hayes. Mr. Adams did speak with the manager, Mr. Kaminski, and asked him to talk to Mr. Hayes regarding the salary increase request. Mr. Hayes stated that he did not ask to be paid the same as the manager. He stated he was looking for \$18 per hour. Mr. Adams made a motion in item G, to increase employee 1 (Rob Hayes) from \$13.11 per hour to \$17 per hour and employee 2 (Kevin Peatfield) from \$13.11 per hour to \$15 per hour. These increase are prior to the generic across the board increase and independent of any other raises. Mr. Garrity seconded the motion. Mr. Garrity stated that he struggles with these requests; with no process he is trying to understand the requests. Mr. Adams called for the vote; all three voted yes, the motion carried.

Mr. Parkin made a motion to deny the request for an increase to the pension and maintain the contribution at 5%. Mr. Garrity seconded the motion and the motion carried.

Mr. Parkin made a motion to add a budget line for the management consultant with an amount to be determined, based on research. Mr. Garrity seconded the motion and the motion carried.

Mr. Garrity stated that while he understands there is a 50% savings on the insurance opt-out, he sees the number continuing to grow with the increase insurance premium. He suggested capping the dollar amount. Mr. Adams stated the program is in the union contract. Mr. Garrity stated that the union contract is up for negotiations this year, and this is an item that should be discussed. Mr. Parkin stated that it is a squirrely concept. It is a matter of choosing to opt-out and a higher premium is a positive. He added that he does not see a clear way to rationalize a number cap.

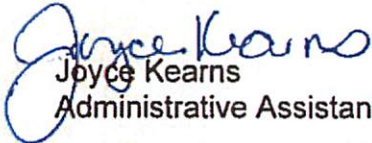
Mr. Adams stated that he would get additional information regarding the CT Partnership Plan.

Mrs. Palmer stated that she is a volunteer at the Food Bank under Social Services Director Leah Pullaro and she goes beyond other employees and supports the Social Services Director's request for an additional two hours. She added that she also supports Mr. Osborne and Mr. Hayes' requests too.

Mr. Parkin made a motion to make the generic across the board increases of 2% except for the carve out increases. Mr. Adams seconded the motion. Mr. Garrity stated that he disagrees the logic of the 2% cost of living increase when historically their employees have received a 3% salary increase. Mr. Parkin withdrew his motion, and Mr. Adams withdrew the second. Mr. Garrity made a motion to have a 3% generic across the board salary increase based on the past 10 year's history. Mr. Adams seconded the motion. Mr. Garrity and Mr. Adams voted yes, and Mr. Parkin voted no; the motion carried.

Mr. Adams confirmed that the Board of Selectmen agreed to forgo the generic across the board increase of 3%. Mr. Garrity and Mr. Parkin agreed.

Mr. Garrity made a motion to adjourn the meeting at 3:57 p.m. Mr. Parkin seconded the motion and the motion carried.


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 of these minutes.*

**WARNING
SPECIAL MEETING OF BOARD OF SELECTMEN**

**TOWN CLERK
KENT, CONNECTICUT**

A SPECIAL MEETING OF THE BOARD OF SELECTMEN WILL BE HELD

<u>MONDAY, MARCH 5, 2018</u>	<u>2:00 P.M.</u>	<u>TOWN HALL</u>
DATE	TIME	PLACE

**NOTICE OF SPECIAL MEETING:
(Must be filed not less than 24 hours prior to holding a meeting)**

AGENDA:

Discussion and possible action on the following item:

- 18/19 FY Budget

BOARD OF SELECTMEN

**JOYCE KEARNS
ADMINISTRATIVE ASSISTANT**

DATE OF TOWN CLERK NOTIFICATION

"An equal opportunity employer and service provider"

2017-18 BOS Budget					
Increase as of today= \$191,911					
One mil = \$590,000					
Items over \$1,000. Those we have no control over highlighted in yellow					
Health Insurance	\$52,793	No control over increase but other actions we could take.			
8% to Pension	\$8,750				
Land Use copier	6,000				
Litigation	\$30,000				
Paramedic	\$6,680				
Police	\$5,888				
LCD	\$1,554				
Civil Prep	\$1,210				
Highway equip. repair	\$10,000				
CH repairs	\$4,800				
Salary/hours requests	\$33,850				
	\$161,525				
	66,915				
	\$94,610	We can control			
Breakdown of # 11 in list above					
A.	Town clerk requests her assistant be paid = to pay in Treasurer's office				
	\$19.57 to \$22.15	No budget impact			
B.	Assessor requests to combine Asst assessor & Assessor asst into				
	Asst Assessor . \$21.32 to \$24.70 No budget impact				

B.	LUA requests 5% increase for herself and assistant		
	ZEO= \$27.69 to \$29.22	Budget impact = + \$2,749	
	Clerk= \$19 hr to \$19.95 hr	Budget impact = + \$1,981	
C.	Treasurer requests \$2,500 raise. This is the other half of a request		
	made in 2015		
		Budget impact = + \$2,500	
D	Social services Director request an increase in hours fom 27 to 29 at		
		\$28.98 hr	
		Budget impact = +\$3,014	
E.	P&R Director proposes a slight increase to seasonal employees		
		Budget impact= +107	
F.	Highway foreman asks to be compensated for additional OT		
	Request is for an additional 200hrs	Budget impact= +8826	
G.	Transfer station employees request a pay increase		
	Employee 1 & 2 both earn \$13.11 hr.		
	Request increase to \$16.95 for one and \$15 for the other.		
		Budget impact= + \$14,780	
	Breakdown of # 2 in list above		
A.	5 employees receive a town pension. Town presently contributes 5%		
	Request is for 8%	Budget impact = + \$ 8750	
Question about less in salary for more in pension			
	Met with all 5 pensioned employees. Consensus was yes in concept but none would		
	give a definitive YES without a better idea of what will be done to salaries		

Town of Kent

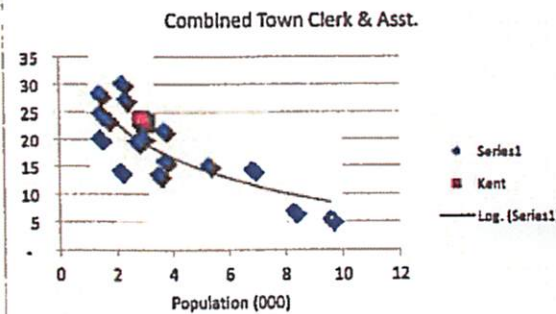
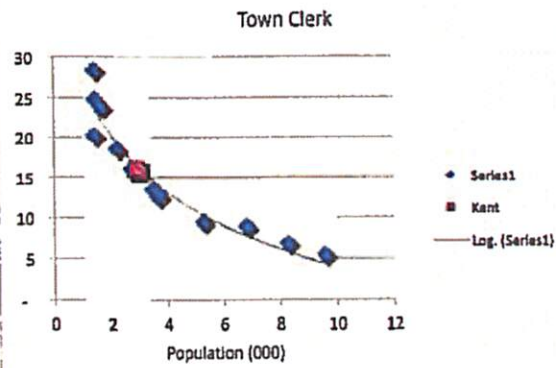
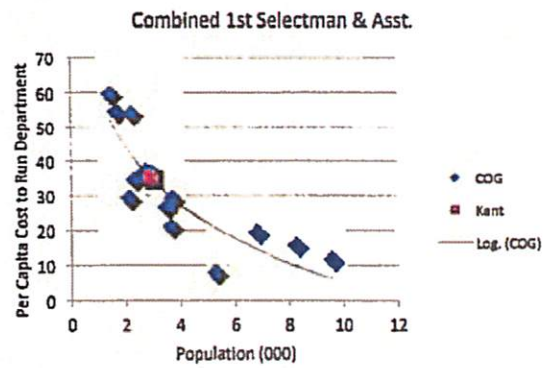
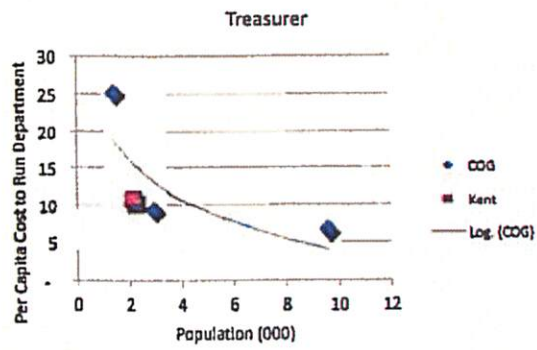
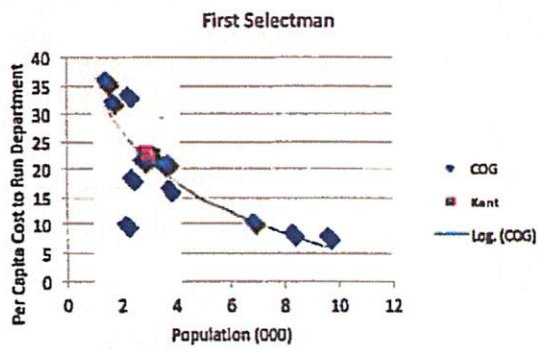
Office Assistants

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Position	Total Hours Worked FY 16-17	Total Hours Budgeted FY 16-17	Weekly Hours Worked FY 16-17	Hours Worked to date FY 17-18	Average Weekly Hours Worked FY 17-18	Weekly Budget Hours FY 17-18	Annual Budgeted Hours FY 17-18	Budgeted total for FY 17-18	Actual Paid Hourly Rate FY 17-18	Budgeted Hourly Rate FY 17-18	Proposed Appropriation FY 18-19	Proposed Hourly Rate FY 18-19	Proposed Budgeted # of hours	
2	Assistant Assessor #1	333.15	419	7.08	243.42	7.2	7.88	418	18,127	24.7	24.78	26,452	25.43	1030	was 410 hrs changed to 20 hrs per week / combined Assistant / equalized pay rate
3	Assistant Assessor #2	763.5	936	18.72	382.80	11.2	18.89	886	19,956	21.32	21.32	0	21.95	886	10 hrs per wk - eliminated and combined with Assistant 1
4	Building Inspector Clerk	37.50	300	6.72	250.79	7.4	7.50	390	7,862	19	20.16	9,807	20.17	488	9 hrs per week up from 7.5 plus 2% above the 3%
5	FO - Treasurer's Clerk	488.15	485	7.75	208.88	8.8	8.00	416	9,214	21.16	22.15	9,481	22.84	416	8 hrs per week plus 48 hrs of meetings up from 38 plus 2% over 3%
6	LD P/Z Clerk	36.5	340	6.64	222.27	6.5	6.69	348	7,016	19	20.16	7,620	20.17	283	1.5 hrs per week plus 36 hrs of meetings up from 24 plus 2% over the 3%
7	LD I/W Clerk	8.71	702	0.77	59.03	1.7	1.86	102	2,056	19	20.16	2,413	20.17	118	20 hrs x 52 up from 18 hrs x 52 weeks plus 17 hrs x 4 + 23.31% raise over the 3%
8	Transf Station Assist #1	127.6	609	13.99	558.75	16.7	17.31	900	14,700	13.11	13.11	17,629	15.95	1040	
9	Transf Station Assist #2	180.25		8.66	179.50	5.0	0.00		0	18.14	13.11	7,802	15.06	920	
10	Tax Collector Assistant	515	523	9.48	353.50	9.5	9.00	520	12,875	24.76	24.76	13,261	25.58	520	10 hrs per week

Town of Kent

Office Assistants

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
		Total Hours Worked FY 16-17	Total Hours Budgeted FY 16-17	Weekly Hours Worked FY 16-17	Hours Worked to date FY 17-18	Average Weekly hours worked FY 17-18	Weekly Budget Hours FY 17-18	Annual Budgeted Hours FY 17-18	Budgeted Total for FY 17-18	Actual Paid Hourly Rate FY 17-18	Budgeted Hourly Rate FY 17-18	Proposed Appropriation FY 18-19	Proposed Hourly Rate FY 18-19	Proposed Budgeted # of Positions	
12		107	80	8.00	194.75	5.6	1.56	81	1,251	15	15.45	0	15.91	0	was 1.67 hrs per week @ 15.91 - combined positions / equalized pay rate
13	Town Clerk Assistant #1	475.62	708	7.05	190.75	5.6	14.90	728	14,247	19.57	19.57	14,788	20.46	732.86	was 14 hrs per week combined positions / equalized pay rate / stayed within same parameters
14	Town Clerk Assistant #2														



RECEIVED FOR RECORD
KENT TOWN CLERK

2018 MAR 12 P 8:00

BY *[Signature]*
TOWN CLERK