

Joint Committee on Compensation
KILLINGWORTH TOWN HALL
323 ROUTE 81
KILLINGWORTH, CONNECTICUT 06419

MINUTES

Special Meeting
Thursday, February 28, 2018
6:30 P.M.

Members Present: Lou Annino, Marcel Couture Nancy Gorski, Annie Stirna
Members Absent: Robert Rimmer
Visitors: None

Lou Annino called the meeting to order at 6:30 P.M.

Couture **MOVED** and Stirna seconded to accept the 2/15/2018 and 2/19/2018 special meeting minutes. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 4-0-0.

Reviewed communications received from Michele Nuhn and Elizabeth Disbrow.

Assumptions and recommendations of the Joint Committee on Compensation were discussed and finalized.

Couture **MOVED** and Stirna seconded to submit the document titled Joint Compensation Committee Assumptions and Recommendations dated February 28, 2018 to the Boards of Selectmen and Finance as the final recommendations of the committee. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 4-0-0.

Annino **MOVED** and Gorski seconded to recommend the Board of Selectmen adopt a formal performance evaluation program of all staff positions. This program is to be managed by the Finance Director with annual performance evaluations completed by the First Selectperson and endorsed by all three selectmen. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 4-0-0.

Annino **MOVED** and Gorski seconded the Joint Committee on Compensation recommends the Finance Director provide annual salary and benefits statements to all salaried town employees the beginning of each fiscal year signed by both the Finance Director and First Selectperson. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 4-0-0.

Annino MOVED and Couture seconded to dissolve the Joint Committee on Compensation for 2018. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 4-0-0.

The meeting adjourned at 8:57 P.M.

Nancy Gorski

Nancy Gorski, Clerk

E-mailed: Town Clerk

Board of Selectmen

Board of Finance

Elizabeth Disbrow, Administrative Assistant

Regina Regolo, Director of Finance

Attachment: Assumptions and recommendations of the Joint Committee on Compensation

Joint Compensation Committee
Assumptions and Recommendations
February 28, 2018

Assumptions:

- The basis for salary consideration will be benchmarked using *Connecticut Conference of Municipalities – Salary Survey 2017-18*
- The consensus of the committee was to base this evaluation using the comparison group of those towns with similar populations. This is also consistent with 2014 JCC evaluation.
- This exercise is not an evaluation of individual's performance.
 - Performance for staff is evaluated by the Chief Executive. (Note: There is no program in place at this time)
 - Performance for contracted positions are done at contract renewal (i.e. can decide to renew or not to renew with compensation negotiated at the same time).
 - Performance for Elected positions it is done by the voters of the Town of Killingworth on Election Day.
- This is not about an incumbents qualifications but rather the qualifications required of a position.
- A comparison of benefits as a component of total compensation indicated the following:
 - Significantly richer packages are provided for those who accepted benefits vs. those accepting buy-out.
 - Staff/elected positions accepting benefits pay 14% of total cost of benefits.
- Job Responsibilities (i.e. Job Descriptions including incumbent's comments) were considered from the perspective of whether these descriptions including comments and/or suggested changes were aligned with the general responsibilities of the position or significantly different such that a change in job title or compensation should be considered – No position was determine to require such an adjustment or change.
- While Connecticut Living Wage Information was considered it was not felt to be relevant to this exercise.
- CPI Statistical Data (tied to proposed BOS budget @ 2.0%)

As a result of this evaluation the following recommendations are made:

- All staff positions shall be adjusted by a 2% increase consistent with CPI statistical data for FY- 2017 as part of the 2018-19 budget with raises effective July 1, 2018.
- All elected positions shall be adjusted by a 2% increase consistent with CPI statistical data for FY- 2017 effective following July 1, after the elected official

assumes office. This increase shall remain in effect through the term of the position.

- Promotions or changes in positions must be within the limits of the Town Charter and therefore are outside the scope of this committee.
- Where a salary adjustment is to be recommended, it shall in no case be greater than 3% (in addition to the 2% CPI adjustment). In cases where a 3% adjustment is insufficient to bring a position to a median level salary (= or < 5%) such an adjustment (1-3%) may be made over subsequent years.
- Buy-out options of health benefits will not be considered as compensation as the benefit option is of significantly greater value to an employee and at higher cost to the town.

The Joint Committee for Compensation recommends the following salary adjustments:

- Selectman (elected) - 2 % CPI adjustment only (election year)
- Town Clerk (elected) - 2 % CPI adjustment only (election year)
- Tax Collector (elected) - 2 % CPI adjustment only (election year)
- Public Works Director (Road Foreman) (staff) - No increase based on salary review
- Finance Director (Staff)- 2 % CPI adjustment with up to 3% increase warranted.
- Chief Zoning Official (ZEO/IWWIO) (Staff)- 2 % CPI adjustment only
- Chief Building Official (Staff) - 2 % CPI adjustment only
- Assessor (contracted)- Negotiate at contract renewal.
- Health Director - No increase based on salary review
- Admin. Asst. - 2 % CPI adjustment only