

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

**MINUTES**

Meeting  
Tuesday, April 10, 2018  
6:30 P.M.

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

Lou Annino called the meeting to order at 6:31 P.M.

Stirna **MOVED** and Gorski seconded to accept the February 28, 2018 special meeting minutes. Voting in favor: Annino, Couture, Gorski, and Stirna. Opposed: None. Abstention: Rimmer. The motion was **carried**, 4-0-1.

Annino **MOVED** and Couture seconded a motion to add discussion of modifications to the Assumptions and Recommendations of the Joint Committee on Compensation dated February 28, 2018. Voting in favor: Annino, Couture, Gorski, Rimmer, and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 5-0-0.

Gorski **MOVED** and Couture seconded to approve the Amended Assumptions and Recommendations of the Joint Committee on Compensation Dated April 10, 2018 (attached). Voting in favor: Annino, Couture, Gorski, Rimmer and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 5-0-0.

Annino **MOVED** Rimmer seconded to adjourn the meeting. Voting in favor: Annino, Couture, Gorski, Rimmer and Stirna. Opposed: None. Abstention: None. The motion was **carried**, 5-0-0.

The meeting adjourned at 6:58 P.M.

*Nancy Gorski*  
Nancy Gorski, Clerk

E-mailed: Town Clerk  
Board of Selectmen  
Elizabeth Disbrow, Administrative Assistant  
Regina Regolo, Director of Finance

Attachment: Amended Assumptions and Recommendations of the Joint Committee on Compensation

Joint Compensation Committee  
Amended  
Assumptions and Recommendations  
April 10, 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 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 may be adjusted consistent with CPI statistical data effective January 1 following an election. 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 CPI adjustment). In cases where a 3% adjustment is insufficient to bring a position to a median level salary, additional adjustments 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 for the Fiscal Year 2018-2019 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 (Contracted) - Negotiate at contract renewal.
- Admin. Asst. (Staff) - 2 % CPI adjustment only