

**MINUTES OF THE CHESHIRE TOWN COUNCIL PERSONNEL COMMITTEE
MEETING HELD ON TUESDAY, JUNE 11, 2019, AT 6:00 P.M. IN ROOM 207 TOWN
HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Sylvia Nichols and Peter Talbot; Absent: Thomas Ruocco
Staff: Sean M. Kimball, Town Manager; Town Clerk Laura Brennan.

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. DISCUSSION RE: TOWN CLERK SALARY

Ms. Nichols stated the committee is meeting to review and discuss the increase in the salary of the Town Clerk.

Ms. Brennan, Town Clerk, has requested a 2.5% salary increase each year. She informed the committee that the office is running well; has its priorities straight even with reduced staff; there are five new systems operating including upgrades (land records, birth certificates, dog licensing, absentee ballots, and a new death certificate program rolling out this year). The absentee ballots are directly connected to the State Voter Registration System. The absentee votes are put into a secured envelope by the Town Clerk's office, given to the Registrars of Voters with names marked off on the voter list, and the list is transferred to the polling places. There are several absentee ballot countings (in the secured envelopes) on election day by the Registrars.

The Town Clerk's office has two full-time staff members, Deputy Town Clerk and Assistant Town Clerk, and the office had one additional full-time person for a few months.

Vault Project – the funding for this project is coming from recording fees. Ms. Brennan has cost estimates for the flooring and shelving; the books and shelving must be moved; and she will need help with this project.

Regarding the salary increase for the Town Clerk position, Mr. Talbot stated there must be separation of the individual from the title. He commented on the disservice of Cheshire not having an appointed Town Clerk position. Mr. Talbot noted the Town Council is making a salary increase decision for someone yet to be determined in the November election.

Information from a salary survey of Town Clerk/City Clerk positions in other municipalities was reviewed by the committee. On an hourly basis, #1 is the Town of Farmington at \$58.31 per hour; #2 is Simsbury with an hourly rate of \$49.37; #3 was Cheshire with an hourly rate of \$45.55.

Mr. Talbot presented a recommendation for the Town Clerk position salary increase of 1.25% in year #1 - \$83,933; and 1.27% - \$85,000 in year #2...a salary increase of about \$1,100 each year. At the salary of \$85,000, the hourly rate is \$46.70.

The committee was told by Ms. Brennan that she has more responsibility due to staffing cuts, and works in the outer office many hours. She is requesting the same percentage increase as other department heads and non-union staff in Town Hall...2.5%. It was noted by Ms. Brennan that the history of the position of Town Clerk shows the person serving in the position for many years. She stated she is doing a good job, the office is running well, and it is fair to give her the same percentage increase as other department heads.

Ms. Nichols discussed a compromise between the 1.25% (too low) and 2.5% (too high)...and suggested 2% or 1.75% salary increase.

At the current time, Mr. Talbot pointed out that the Cheshire Town Clerk is in the top three on the survey list.

Town Manager Kimball calculated the 2% increase at \$1,658 in year #1 to a salary of \$84,555, and year #2 the increase would be \$1,691 to a salary of \$86,247.

Mr. Talbot reiterated his struggle with the Town Clerk position being elected rather than appointed, and deciding on salary for the "position", not the "individual", and where Cheshire stands amongst other similar towns.

With regard to the job of the Town Clerk, Ms. Brennan stated that the job is "well set", the office runs well, and someone else could do equivalent work in the position.

MOTION by Mr. Talbot; seconded by Ms. Nichols.

MOVED that the Personnel Committee recommends the adjustment of the salary for the position of Town Clerk be increased by 2% to \$84,555 per year effective January 1, 2020; and adjusted by 2% to \$86,247 per year effective January 1, 2021; and forwards this recommendation to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

4. ADJOURNMENT

MOTION by Mr. Talbot; seconded by Ms. Nichols.

MOVED that the meeting be adjourned at 6:25 p.m.

VOTE The motion passed unanimously by those present.

Attest:

Marilyn W. Milton, Clerk