

**MINUTES OF THE JOINT CHESHIRE TOWN COUNCIL AND PERSONNEL COMMITTEE SPECIAL MEETING HELD ON TUESDAY, JULY 16, 2019 IN ROOM 115 IMMEDIATELY FOLLOWING THE BUDGET COMMITTEE MEETING TOWN HALL, 84 SOUTH MAIN STREET, CHESHIRE CT 06410**

Present

Robert J. Oris, Jr. Chairman; Paul A. Bowman, Vice-Chairman;  
Budget Committee: Tim Slocum, Chairman; Jeffrey Falk and Sylvia Nichols  
Council Members: Patti Flynn-Harris, Thomas Ruocco, Peter Talbot, David Veleber.  
Staff: Town Manager Sean Kimball and Personnel Director Louis Zullo.

**1. ROLL CALL**

Roll was called and a quorum was determined to be present.

**2. PLEDGE OF ALLEGIANCE**

The group Pledged Allegiance to the Flag.

**3. DISCUSSION RE: TOWN MANAGER'S PERFORMANCE REVIEW  
(Executive Session)**

MOTION by Mr. Talbot; seconded by Mr. Veleber.

MOVED that the Town Council enter Executive Session at 7:15 p.m. to include Town Manager Kimball to discuss the Town Manager's Performance Review.

VOTE           The motion passed unanimously by those present.

MOTION by Mr. Talbot; seconded by Mr. Veleber

MOVED to exit Executive Session at 8:24 p.m.

VOTE           The motion passed unanimously by those present.

Following the Executive Session, Councilors Oris, Bowman, Falk, Flynn-Harris, Talbot, Veleber left the special Council meeting.

Chairman Ruocco opened the Personnel Committee Meeting at 8:25 p.m.

**4. DISCUSSION RE: TOWN MANAGER'S 19-20 GOALS  
AND OBJECTIVES**

Committee Chairman Ruocco stated that, based on conversation with Mr. Kimball, the goals and objectives will be tabled for future discussion.

**5. REVIEW OF PERSONNEL RULES AND REGULATIONS**

Mr. Zullo reviewed the changes to the non-union employee Rules and Regulations with the committee.

8-3.1 Basis of Evaluation – the language is clarified; people get evaluated as “exceeds requirement, meets requirements, does not meet requirement”; and only get a salary reward for meeting requirements. Section 10-7 also talks about evaluations.

9-5.1 Policy – employees who do not use sick leave can cap the time to a maximum of 1,155 hours for 35 hour per week employees; the new accrued sick days will be 165 days (from 150 days); for cash out (9-2.9) there can only be cash out of no more than 1,050 hours.

10-4 Medical and Life Insurance – this is a complete rewrite of this section; non-union employee medical plan changed from Anthem to Cigna with language changes; the co-pays are suggested to be raised to the Open Access Plan levels effective January 2020. The Health Savings Account (HSA) is the “High Deductible Health Plan” (Cigna’s definition). The premiums have not increased in a few years; the effective date has not been set; it could be January 1, 2020 if approved by Council in August 2019.

10-4.7 – this plan was approved for employees in pay grades E and N for a long-term disability program with benefit percentage of 66.67% and employee paying 100% of the premium; under the new plan, the Town pays 25% and Employee pays 75% of the premium costs (based on salary); employees can enroll as new hires; or with the upcoming annual open enrollment eligible employees can enroll in the plan. There are 14 employees currently enrolled in this plan. It is a low cost benefit for employees, and is a good recruitment tool.

10-9 Membership Enrollment – the Town payment for health club membership would increase to \$300 per fiscal year.

11-3 Education Assistance – the Town contribution towards education expenses would increase to \$3,000, which is +\$600 per fiscal year; and at the present time seven (7) employees participate in this program, and only one (1) is non-union. Mr. Kimball pointed out there is a benefit for employees moving up in their positions, taking a higher role in departments, and getting an advanced degree to do so.

Ms. Nichols commented on these small incentives being important, beneficial and appreciated by employees. She especially supports the \$600 education program increase.

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

MOVED that the Personnel Committee approves and forwards the following changes to the Non-Union Rules and Regulations to the full Town Council for approval:  
Sections 8-3.1, 9-5.1, 10-4.7, 10-9, 11-3.

VOTE            The motion passed 2-1; Mr. Ruocco opposed.

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

MOVED that the Personnel Committee approves and forwards the following change to the Non-Union Rules and Regulations to the full Town Council for approval:  
Section 10-4.

VOTE The motion passed 2-0-1; Mr. Ruocco recused.

## **6. REVIEW OF NON-UNION PAY PLANS**

Mr. Zullo reviewed the non-union positions.

During the budget process, the Deputy Town Treasurer was moved from N-5 to E-3; Budget Analyst was moved from N-3 to N-5. This took care of the overage problems for these two employees.

Major change was removal of Economic Development Director to E-5.

E and N current maximum salary levels – Mr. Zullo noted the percentages recommended to the Council in September 2018, which were not approved. The town is still operating under the same minimum and maximum levels.

A salary study was completed, and Mr. Zullo explained the proposed 2019 salary maximum levels.

- E-5 and E-4 are at levels where they should be;
- E-3 can go up lower than originally recommended;
- E-2 and E-1 remain the same;
- N-5 and N-4 lesser adjustment recommended;
- N-3 has a slight adjustment;
- N-2 and N-1 – no changes recommended

Ten Year History FY 2010 to FY 2020 – shows a 15% to 16% increase over ten years, which equates to about 2% a year.

Town Manager Kimball explained to the committee that these are not employee percentage raises in pay. During this time period there were increases given out based on performance annually. The percentages are increases in the salary levels per position category. If a range increased by 7%, the employee might receive only a 2% salary increase. He said the ranges help in hiring new staff.

Salary Survey CCM Fall 2018 – In his memo of March 7, 2019, Mr. Zullo reviewed the results of the Non-Union Salary Survey for defined positions (para. #4). The information was compiled and given to the Council in March 2019.

When the proposed minimum and maximum level are reached for 2019, Mr. Kimball and Mr. Zullo recommended the Council, on an annual basis, increase them by the CPI Northeast percentage, i.e. this year it is 1.7%.

E-5 Jobs – Mr. Zullo pointed out that 4 of the 7 employees are at their max right now, and another employee is almost there. These are senior staff people.

In that regard, Ms. Nichols stated she has an issue with a 20 year employee “assuming raises” every year because of longevity in the job, and sense of entitlement. This goes to the ability of the Town Manager to review and decide on performance.

Mr. Talbot stated this issue is addressed in the rules and regulations, as the employee must “meet” the job requirements.

The committee was told by Mr. Zullo that people in this non-union group are evaluated by the Town Manager or a Senior Manager.

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

MOVED that the Personnel Committee approves and forwards the recommendation of Town Manager Kimball and Personnel Director Zullo to increase the minimum and maximum levels of E and N job categories to the full Town Council for adoption.

VOTE The motion passed 2-0-1; Mr. Ruocco opposed.

## **7. REVIEW OF JOB DESCRIPTION AMENDMENTS (HUMAN SERVICES AND GENERAL SERVICES CLERK**

Youth Program Coordination N-2 – this is a new job and job description in the Human Services Department; the job description was prepared by the Youth Program Supervisor. Mr. Zullo explained this job was approved during the operating budget process after reorganization of the Youth Services Department. It was noted by Mr. Zullo that the Town Hall Union may claim this position, but he considers it an exempt, non-union position. The request to the Personnel Committee is to approve the job so the search can begin for the right candidate.

General Services Clerk TH-2 – This person will work in various town departments (Tax Assessor, Public Works, Town Clerk, Tax Collection, Planning). The job description outlines the duties of the job, and it must be approved by the Town Council. The job description is consistent with other clerks in town departments, and the person is working in the position now. It is a 25 hour per week position; out of the Planning Department and now into General Services.

Mr. Kimball said management will see how the position is working through different assignments in Town Hall. The person will be trained in the duties of the various departments, and the position could be upgraded in the future.

Retirements – two (2) employees retire on July 31<sup>st</sup> from the Tax Collector and Tax Assessor offices; one (1) retirement was announced this week from the Finance Department; and there could be two (2) more retirements.

New Hires – the Tax Department staff has been reduced by one (1) person. The new hires are compensated at a lower salary.

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

MOVED that the Personnel Committee approves of the two (2) new job descriptions and forwards them to the full Town Council for approval.

VOTE The motion passed unanimously by those present.

## **8. ADJOURNMENT**

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

MOVED to adjourn the meeting at 9:12 p.m.

VOTE The motion passed unanimously by those present.

Attest:

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Marilyn W. Milton, Clerk