

## PROSPECT TOWN COUNCIL SALARY REVIEW SUBCOMMITTEE

### UN-APPROVED MEETING MINUTES OF 01/08/18

This first organizational meeting of the Salary Review Subcommittee of the Prospect Town Council was called to order at 5:35pm by Town Council Chair, Jeff Slapikas, and the Pledge of Allegiance was recited by all in attendance.

Subcommittee members present: Patricia Geary, Theresa Graveline, Megan Patchkofsky, Stan Pilat

Public in attendance: none

T. Graveline volunteered to take minutes of this meeting. Since members stated they believed there was no pressing need for a permanent clerk, the suggestion was made by M. Patchkofsky for subcommittee members to take turns taking minutes of meetings.

J. Slapikas called for nominations for Chair of this subcommittee. Both T. Graveline and S. Pilat were nominated for the Chair. By consensus, the subcommittee members agreed to seat S. Pilat as the Chair, and P. Geary as Vice Chair, noting that both have been active on this subcommittee since its inception last year.

J. Slapikas noted that the first order of business of the subcommittee should be to address the issue of a salary range for the Assistant Director of Public Works. He further noted that, the level of responsibility in the assistant director's position for the town of Prospect is more in line with other towns' directors than assistant directors.

J. Slapikas left the meeting at 5:45pm.

Discussion ensued regarding attempts to obtain information from CCM about salaries for Assistant Directors of Public Works in towns comparable to Prospect. P. Geary reported that after several attempts to obtain a password to access information on the CCM website, she was finally able to do so. She learned that CCM categorizes Assistant Directors of Public Works as "Deputy Directors" and that many towns in CT do not have this Deputy position at all. Most have only a Director of PW. Prospect is different in that our charter names the Mayor as Director of Public Works. S. Pilat noted that he leans toward the Deputy salary as the guide, rather than the Director salary. T. Graveline shared information she had obtain through a Human Resources Library regarding salaries of "Road Bosses" and "Construction Overseers".

**Action Plan:** P. Geary and M. Patchkofsky will both access the CCM website to obtain information regarding both deputy and directors' salaries in towns of similar population (6K-15K) and land area as Prospect and report to the subcommittee at the next meeting. They may also email this information to subcommittee members prior to the next subcommittee meeting.

Discussion followed on the scope of information needed by the subcommittee to address job descriptions and salary ranges for all Town employees. It was noted that some job descriptions are already written and have been compiled. The impact of the three new unions was also discussed, with members noting that, to date, they are unaware of any contracts in place for the new unions.

**Action Plan:** M. Patchkofsky will obtain the Job Description book for the subcommittee's use and scan/email to subcommittee members if possible. She will also seek a list of all employees on the town

payroll which should also link those positions to the line items of the budget to which the salaries are charged.

Next meeting of this subcommittee will be held at 5:30pm on Tuesday, 01/16/18, prior to the regular Council meeting on that date. S. Pilat will submit the agenda for that meeting.

Respectfully submitted by Theresa C. Graveline, Salary Review Subcommittee member