

**BOARD OF SELECTMEN**  
**Chaplin, Connecticut**  
**November 13, 2018**  
**SPECIAL MEETING**  
**Minutes**

**Members Present:** William H. Rose IV, First Selectman; Anthony Pinto, Selectman.

**Others Present:** None

1. **Call to Order:** Meeting was called to order at 4:35pm
2. **Human Resources Matter: CONFIDENTIAL, and subject to be discussed in Executive Session per General Statutes section 1-200(6)(A), upon motion and vote of the Board of Selectmen.**

Mr. Pinto made a **MOTION** to enter Executive session. Mr. Rose seconded the **MOTION**. Mr. Rose and Mr. Pinto entered Executive session at 4:36pm.

Executive session ended at 5:20pm.  
Special meeting continued at 5:20pm.

Mr. Pinto made a **MOTION** to request additional compensation for Administrative Assistant, Suzanne Gluck, per letter (see attached) to the Board of Finance. Mr. Rose seconded the **MOTION**. Discussion: and Mr. Rose will attend the Board of Finance meeting on Monday, November 19, 2018 to present. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to request funding to provide a longevity bonus to long term employees per letter (see attached) to the Board of Finance. Mr. Rose seconded the **MOTION**. Discussion: Mr. Rose will present to the Board of Finance on Monday, November 19, 2018. All in favor. **MOTION** passed.

Mr. Pinto made a **MOTION** to increase Finance Manager, Valerie Garrison's pay rate \$2.00 per hour for her 30-hour work week effective immediately per letter (see attached) to the Board of Finance. Mr. Rose seconded the **MOTION**. Discussion: Mr. Rose will present the request at the Board of Finance meeting on Monday, November 19, 2018. All in favor. **MOTION** passed.

3. **Adjourn:** Special meeting adjourned at 5:25pm.

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Administrative Assistant compensation FY 18-19

Administrative Assistant, Suzanne Gluck, is presently working 30 hours a week to just barely get her responsibilities done each week and her pay is based on a 26-hour work week. Since Suzanne's hiring in 2014 her responsibilities have increased with maintaining the website, posting minutes and agendas to the website for all departments, scheduling and keeping all calendars with meetings and events, taking a larger role in assisting the Board of Finance, increased responsibilities due to increased human resource regulations, scheduling of all building/facility usage including user insurance not to mention an increase of day to day traffic coming through the town hall.

Suzanne has agreed to take on a more extensive role to meet the needs of the Board of Finance which has been budgeted at \$8000.00. If we add the amount budgeted by the BOF to the Administrative Assistant base salary, then \$8000 divided by Suzanne's hourly rate \$29.46 would only add pay for an additional 5.22 hours weekly for a total of 31.22 hours per week of compensation. This is not enough as the Board of Selectmen and Suzanne feel that she will need 38 hours per week to add the BOF responsibilities and to continue to provide the level of service to the Selectman's office.

So, the BOS propose the following pay increase effective immediately:

Current base salary for avg. 26 hrs. weekly @ \$29.46.....	\$39,823.64
Additional 5.22 hours @ \$29.46 weekly for BOF .....	\$8000.00
Proposed addition 6.78 hours @ \$29.46 duties for the BOS/First Selectman .....	\$10,033.86
Total annual compensation for the Administrative Assistant .....	\$57,857.50

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Longevity Pay Policy FY 18-19

The Board of Selectmen are proposing adopting a longevity bonus pay to retain long term, experienced non-union employees that bring a great deal of experience to the job and are essential to the performance and efficiency of the Town of Chaplin.

For 5 to 10 years of service the proposed amount would be 1% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 5<sup>th</sup> year anniversary and continuing to their 9<sup>th</sup> year anniversary totaling 5 payments.

For 10 to 15 years of service the proposed amount would be 5% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 10<sup>th</sup> year anniversary and continuing to their 14<sup>th</sup> year anniversary totaling 5 payments.

For 15 plus years of service the proposed amount would be 10% percent of the employee's gross annual pay to be paid out once per year starting on the employee's 15<sup>th</sup> year anniversary and continuing for the term of their employment with the town. The longevity bonus will be capped at the 10% percent annual rate.

Conditions:

- The employee must have a positive review on their annual review.
- Employment must be continuous with the town of Chaplin.
- Elected officials and elected positions do not qualify.
- Union employees do not qualify.
- Employees must be full time with a minimum of an approved 24-hour work week.

**Budget impact FY 18-19:**

Val Garrison, DOH 10/14/2002, 10% .....	\$4,302.00
Roxanne St Jean, DOH 10/04/2004, 5%.....	\$1,462.00
Total.....	\$5,764.00

**Budget impact FY 19-20:**

Val Garrison, DOH 10/14/2002, 10% .....	\$4,302.00
Roxanne St Jean, DOH 10/04/2004, 10%.....	\$2,924.00
Suzanne Gluck, DOH 05/09/2014, 1%, based on new pay rate.....	\$578.57
Total, based on FY 18-19 pay rates.....	\$7,804.57

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Financial Manager Compensation FY 18-19

Over the last 16 years the workload, duties, and responsibilities has increased for the Financial Manager, Valerie Garrison. Because of Valerie's experience and efficiency, she is able to handle the extra work load within her 30-hour work week, but the Board of Selectmen feel that for these reasons we are recommending a \$2.00 per hour increase to compensate her for these additional responsibilities. The FY 18-19 budget impact for the remaining 28 weeks @ \$60.00 per week would be approximately \$1680.00.