

Salary Committee
MEETING MINUTES
Wednesday, January 16, 2019
1st Floor Meeting Room, City Hall

In Attendance: Councilmembers Mary Fortier, David Preleski, David Mills
Also Present: Linda Milia

1. Call to order.

The regular meeting of the Salary Committee was called to order by Chairperson Fortier at 4:00 p.m.

2. To approve the December 11, 2018 special meeting minutes.

On motion of Councilman Preleski and seconded, it was voted to place the December 11, 2018 special meeting minutes on file.

3. To consider an upgrade to the position of BDA Grants Administrator from BPSA Salary Code 7 (\$62,431 - \$81,510) to BPSA Salary Code 9 (\$75,485 - \$97,520) effective January 22, 2019 and to take any action as necessary.

Present: Thomas DeNoto and Justin Malley

Chairperson Fortier explained that upon the retirement of the Community Development Coordinator, the Grants Administrator would assume responsibility for the Community Development Block Grant. Fortier stated that the upgrade would be mostly funded by the CDBG Grant. Justin Malley stated that other pieces of the position were to be filtered out to other employees. Malley and DeNoto stated that there was no need to amend the job description of the Grants Administrator, as the CDBG is a grant no different than any other grant under that job description.

On motion of Councilman Preleski and seconded, it was voted to recommend to City Council to approve an upgrade to the position of Grants Administrator from BPSA Salary Code 7 (\$62,431 - \$81,510) to BPSA Salary Code 9 (\$75,485 - \$97,520) effective January 22, 2019 and to refer to Board of Finance for informational purposes.

4. To consider an upgrade to the Library position of Programming/Public Relations Manager from BPSA Salary Code 5 (\$55,535 - \$68,144) to BPSA Salary Code 7 (\$62,431 - \$81,510) effective July 1, 2019 and to take any action as necessary.

Present: Deborah Prozzo

Deborah Prozzo explained that there was formerly an Assistant Director position which was eliminated by the previous Library Director. She stated that even small libraries generally have assistant directors. The Programming/Public Relations Manager did retain some responsibility for filling in for the Library Director and works evenings and every other Saturday. Programming has increased; and the incumbent applies for and administers grants and coordinates an average of fifty meetings per month in the Library meeting rooms. The proposed salary is what is common around the state for similar positions.

On motion of Councilman Preleski and seconded, it was voted to recommend to City Council to change the title of the Programming/Public Relations Manager to Assistant Library Director/Program Director and upgrade the position from BPSA Salary Code 5 (\$55,535 - \$68,144) to BPSA Salary Code 7 (\$62,431 - \$81,510) effective July 1, 2019.

5. To consider an upgrade to the Department of Aging position of Assistant Director/Program Supervisor from BPSA Salary Code 5 (\$55,535 - \$68,144) to BPSA Salary Code 7 (\$62,431 - \$81,510) effective July 1, 2019 and to take any action as necessary.

Present: Patricia Tomascak

Tomascak stated that the position has not been recognized for all of its duties and responsibilities. She stated that activities at the Senior Center have doubled and that membership has grown to 6,000. Chairperson Fortier stated that she is aware that Bristol has more residents over the age of 65 than other neighboring communities.

On motion of Councilman Preleski and seconded, it was voted to recommend to City Council to upgrade the Department of Aging position of Assistant Director/Program Supervisor from BPSA Salary Code 5 (\$55,535 - \$68,144) to BPSA Salary Code 7 (\$62,431 - \$81,510) effective July 1, 2019.

6. To consider changes to salaries and benefits for full-time and part-time non-bargaining employees and to take any action as necessary.

Linda Milia summarized the proposed salary changes. Chairperson Fortier stated that the changes to benefits were the same as previously voted on by Salary Committee during their regular meeting of November 21, 2018.

On motion of Councilman Preleski and seconded, it was voted to recommend to City Council to approve changes to salaries and benefits of full-time and part-time non-bargaining employees as presented and to refer to the Board of Finance for funding purposes.

7. New business

Brief discussion regarding step placement of the incumbent Public Facilities/Energy Manager was held. No action taken.

8. Old business

None

9. To adjourn.

On motion of Councilman Mills, and seconded, it was voted to adjourn at 4:56 pm.

Respectfully submitted,

Linda J. Milia