

Salary Review Sub Committee  
Approved Minutes  
March 2, 2021

The meeting was called to order at 4:32 PM.

Members Present: P. Geary, T. Graveline, M. Patchkofsky, S. Pilat

Members Absent: None

Guests: No Guests

Members said the Pledge of Allegiance.

Approval of Minutes: Motion by T. Graveline and seconded by P. Geary to approve the minutes of the February 9, 2021 Salary Review Sub-Committee meeting. Motion passed.

Members agreed that they have exhausted the discussion on salaries for elected officials and that the salary should be reflective of the roles and responsibilities and not the person.

Discussion was held on where to go with an appointment of a new treasurer that will be in the near future after the unfortunate passing on David Young, Town Treasurer in February.

T. Graveline asked about job descriptions and if the intention was for the Mayor to ask each official to write something. M. Patchkofsky responded that the Tax Collector, Mayor, Town Clerk and Treasurer were the positions that were going to be looked at. M. Patchkofsky said she would sit down with the Mayor next week and discuss his job description and how to move forward with the treasurer duties.

Discussion was held on the Assistant to the Treasurer job description being used as a starting point for the treasurer's job description. Members discussed that it is a good starting point but the treasurer description should be much more detailed and specific in what the treasurer is responsible for. Investments, bonding, long term debt are all aspects of the job that the committee believe should be listed in the description. Members also commented to make sure a treasurer's annual report be included in the requirements of the position as required in the charter.

T. Graveline asked if the committee wants to try and write the job description or begin to for the treasurer. S. Pilat said he would talk to the Mayor. M Patchkofsky added it is important to make sure we include those that hold the positions currently to begin the descriptions as they are more aware of the day to day responsibilities. T. Graveline mentioned she has some sample job descriptions for the position of Treasurer and she will share those with the committee before the next meeting.

S. Pilat talked about financial processes in the Mayor's Office and what he feels was the process. He mentioned that the Assistant to the Treasurer had been in the office doing some of

the duties listed on the job description in addition to signing checks. Members of the sub-committee questioned clarification on that as that was not listed in the job description. Members agreed that those concerns would need to be addressed at the council meeting to follow.

Members discussed the change in rate of pay for the Town Council clerk that was made last year since there is a posting for a new clerk. Members confirmed that the clerk is paid \$175 for regular meetings and needs to be changed in the posting. They could not confirm if additional money was paid to the clerk for budget workshop meetings and that they would look back in council minutes to see what was approved.

The next meeting will be decided at a later date.

Motion to adjourn by T. Graveline and seconded by S. Pilat. Meeting adjourned at 5:31 PM

Submitted By

Megan Patchkofsky  
Sub-Committee Chair

PROSPECT, CONN  
TOWN CLERKS OFFICE  
RECEIVED FOR RECORD  
2021 MAR 17 PM 3:44  
*Megan C. Andrews*  
TOWN CLERK