

Salary Review Sub Committee
Un-Approved Minutes
March 15, 2021

The meeting was called to order at 5:30 PM.

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

Members Absent: S. Pilat

Guests: Jeff Slapikas, Town Council Chairman

Members said the Pledge of Allegiance.

S. Pilat arrived at 5:32 PM.

Approval of Minutes: Motion by P. Geary and seconded by T. Graveline to approve the minutes of the March 2, 2021 Salary Review Sub-Committee meeting. Motion passed.

Members discussed the job descriptions received from the Tax Collector's Office. Updated job descriptions for Tax Collector, Assistant Tax Collector and Tax Clerk were very well received and members commented on how detailed and specific each description was. The committee would like to see this style format followed moving forward with all job descriptions received.

Members also discussed the Town Clerk's job description that was received. They were happy to receive it but would like to see some elaboration on some of the essential job functions and include physical requirements and supervisory duties.

Discussion was held at length about the job description for the treasurer position and which direction the committee would like to proceed. T. Graveline provided documentation of sample treasurer job descriptions from other towns. Members selected specific things they would like to see included in the description.

There was discussion on a "working document" for all members to add to with suggestions for what they would like included in the description. Members decided that one document should be drafted and sent out to the rest of the committee members to be discussed at the next meeting.

Members discussed the financial needs of the town and if there should be a change in positions and roles for each. Discussion was held on the possible positions of a Finance Manager, Finance Clerk, Assistant Clerk and Accounting Assistant. P. Geary commented on the Finance Manager position in Beacon Falls and discussion was held on if our town needs such a position.

The committee also discussed the position that M. Battista is currently in and M. Patchkofsky remarked that based upon the proposed increase for that position in the 2021-2022 budget, it seemed as though the Mayor's Office wants to expand on those duties. She will be in touch

with the Mayor to get a job description form M. Battista so that the committee can better understand his roles and then can draft job descriptions for other positions. The Treasurer's job description may change based upon staff that is or may be hired to work in a financial capacity. The committee decided to draft a job description for the Treasurer that would make that role to maintain an overview of the Town's financial affairs and oversee all aspects of financial management for the town.

T. Graveline and M. Patchkofsky will do research on different financial positions and salary ranges and get them for the next meeting.

J. Slapikas commented that he liked the direction the committee was headed in and appreciated the work being done on the description.

Members agreed to continue discussion on proposed positions and salaries at the next meeting.

There was no public participation.

The next meeting will be Monday, March 22, 2021 at 5:30 PM.

Motion to adjourn by T. Graveline and seconded by S. Pilat. Meeting adjourned at 7:13 PM

Submitted By

Megan Patchkofsky
Sub-Committee Chair

PROSPECT, CONN
TOWN CLERKS OFFICE
RECEIVED FOR RECORD
2021 MAR 17 PM 3:44
Morgan L. Anderson
TOWN CLERK