

Salary Review Sub Committee  
Approved Minutes  
February 2, 2021

The meeting was called to order at 5:04 PM.

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

Members Absent: S. Pilat

Guests: Jeff Slapikas, Chairman, Town Council

Members said the Pledge of Allegiance.

Approval of Minutes: Motion by T. Graveline and seconded by P. Geary to approve the minutes of the January 19, 2021 Salary Review Sub-Committee meeting. Motion passed.

Members and the Chairman discussed the Deputy Treasurer appointment and job description that was submitted as correspondence for the regular council meeting. Members discussed the proposed salary of the Deputy Treasurer position. M. Patchkofsky questioned whether this needs to be cleared with the union as a new position or if this is an appointed position. T. Graveline added that this is a new process and is only the second new position that has been created and that there doesn't seem to be anything in the Charter laying out the process. P. Geary commented on the job description of the new position and asked for more clarification as it seems to list many of the duties of the Treasurer.

J. Slapikas and members discussed the positions that are in the Mayor's Office that are part of financial processing and the budgeted money and line items that were put in the budget for the 2020-2021 fiscal year. Discussion on the roles and responsibilities of the current Treasurer and also the proposed new position were held.

Members also discussed the part time clerk position in the Tax Collector's office. Tax Collector AnneMarie Burr was in attendance on the meeting and was asked to elaborate on the position and time frame of filling the vacancy. Mrs. Burr explained that the part time clerk position was almost complete and will end in February. She has advertised accordingly per the Union to the position to be filled permanently. The only person that has applied so far is the current person serving in the temporary spot.

The discussion of levels that the sub-committee previously submitted for approval to the council was also discussed. Mrs. Burr asked how an employee can "level up" according to the salary ranges. The committee discussed that the levels were more of a breakdown of current employee salaries in order to determine correct ranges for different jobs and lengths of employment currently being served. The committee discussed addressing this at the next meeting to ensure levels fall within union guidelines.

The next meeting was set for February 9, 2021 at 5 PM.

Motion to adjourn by P. Geary and seconded by T. Graveline. Meeting adjourned at 5:54 PM

Submitted By

Megan Patchkofsky  
Sub-Committee Chair