

Salary Review Sub Committee
UN-Approved Minutes
March 22, 2021

The meeting was called to order at 5:32 PM.

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

Members Absent: None

Guests: AnneMarie Burr, Tax Collector, Jeff Slapikas, Town Council Chairman

Members said the Pledge of Allegiance.

Approval of Minutes: Motion by P. Geary and seconded by T. Graveline to approve the minutes of the March 15, 2021 Salary Review Sub-Committee meeting. Motion passed.

Members discussed the job descriptions received from the Tax Collector's Office. Members again commented on how detailed and specific each description was. AnneMarie Burr was on the call to discuss salary changes she is proposing in her office for the 2021-2022.

AnneMarie Burr discussed that she wanted to increase her Assistant Tax Collector's hourly salary amount more than the 2.75% increase as stated in the union contract. She had spoken to the Mayor last year and union rep and it was recommended that with the timing of the request she speak with the council for the following budget year. She has done performance reviews and updated the job description to reflect the duties of the position and how well the current Assistant Tax Collector has far exceeded expectations.

Members were in support of the discussion at the Budget Workshop on March 23, 2021 for A. Burr to make the request for an increase. They did ask for documentation from the union that there would be no problem with this change since it is different than what the union accepted during negotiations. A. Burr said she would contact the union rep for something in writing as the original approval she received was only verbal. Members thanked A. Burr for her work and due diligence in preparing her budget. Members were in agreement that when possible, they support paying employees for what they deserve to be compensated at. The union, however, puts constraints on doing that.

Members discussed the draft of the Treasurer job description. All members were in agreement that it captured everything they were looking for with one exception; they would like to see under Essential Job Functions a bullet that lists the required reporting the Treasurer does at the Annual Town meeting.

Members agreed that with those changes, they were comfortable sending it to the Town Council for review. Motion from P. Geary, seconded by T. Graveline to send the draft Treasurer job description to the Prospect Town Council for consideration and adoption with recommended additional essential job listing and grammatical corrections.

The next meeting will be Tuesday, March 30, 2021 at 5:00 PM. Discussion on the Financial Clerk position and Municipal Accounting Assistant will be put on the agenda.

Motion to adjourn by P. Geary and seconded by T. Graveline. Meeting adjourned at 6:31 PM

Submitted By

Megan Patchkofsky
Sub-Committee Chair

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Margaret C. Anderson
TOWN CLERK