

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



MINUTES
MAY 4, 2015

CALLED TO ORDER: The Chair called the meeting to order at 8:06 p.m. All present joined in a moment of silence and the Pledge of Allegiance.

The Clerk called the roll and recorded it as follows:

PRESENT:

Suzanne S. Testani
Vincent DiMasi Jr.
Donna Seidell
Ennio DeVita
Daniel Marconi
Michael J. London

Tony J. Scinto
Ann Marie Evangelista
Mary Beth Thornton
Carl A. Massaro, Jr.
Vicki Tesoro
Scott Wich

Mark S. LeClair
Enrico R. Costantini
Edna Colucci
Lori Rosasco Schwartz
Cynthia L. Penkoff

ABSENT: Joseph G. Pifko, Antonio Petitti, Kenneth M. Martin, and Bethany Llodra Gilman.

ALSO PRESENT: Town Engineer Frank Smeriglio.

*The Chair reserved the right not to vote unless otherwise noted.

Moved (Rosasco Schwartz), seconded (Penkoff) to approve the April 7, 2015 meeting minutes.

VOTE: Motion CARRIED unanimously.

1. RESOLUTION TC25-172: Moved (Constantini), seconded (Testani) to postpone to the June 2015 meeting.
VOTE: Motion CARRIED unanimously.
BE IT RESOLVED and ORDAINED, That Chapter 18 Taxation of the Trumbull Municipal Code is hereby amended to include Article VI, Senior and Disabled Volunteer Tax Abatement. (Full Ordinance Attached)
2. RESOLUTION TC25-173: TABLED in committee.

BE IT RESOLVED and ORDAINED, That Chapter 2 Administration, Article II of the Trumbull Municipal Code is hereby amended to include Section 2-55 et seq, Trumbull Compensation Plan for non-union, appointed and elected officials. (Full Ordinance Attached)

3. RESOLUTION TC25-174: Moved (Seidell), seconded (Marconi)
BE IT RESOLVED, That First Selectman Timothy M. Herbst is hereby authorized to sign an agreement entitled “Master Municipal Agreement for Rights of Way Projects”.

Committee Report: The L&A Committee met on April 27, 2015 and voted unanimously.

The Chair noted the council had previously approved a similar agreement for other State related projects involving Trumbull roads.

VOTE: ADOPTED unanimously.

There being no further business to discuss and upon motion made (London), seconded (LeClair) the Town Council adjourned at 8:11 by unanimous consent.

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk

Sec. _____. Senior and Disabled Persons Volunteer Tax Relief.

(a) *Purpose.* In order to promote community development through service to the Town of Trumbull by drawing on the skills, knowledge and experience of its senior and disabled citizens, the town hereby establishes a program of tax relief for qualifying seniors and disabled persons who choose to give their time, talent and energy by volunteering to provide services to the Town.

(b) *Qualifications and benefits.* Beginning with the Grand List of 2015, qualifying taxpayers who volunteer fifty (50) hours of service to the Town of Trumbull shall be eligible for a tax credit not to exceed three hundred (\$300.00) upon his or her real property taxes in accordance with the provisions of hereof. The service period shall be July 1, 2015 to December 31, 2015.

For this Grand List, the aggregate total of participants shall not exceed 50 and the aggregate total of credits shall not exceed \$15,000.00.

Beginning with the grand list of 2016, qualifying taxpayers who volunteer to provide one hundred (100) hours of service to the Town of Trumbull, shall be eligible for a tax credit upon his or her real estate taxes in accordance with the provisions hereof. The service period shall be the calendar year of 2016, et seq.

For the Grand List of 2016, et seq, the aggregate total of participants shall not exceed 50 and the aggregate total of credits shall not exceed \$30,000.00.

In order to qualify for the benefits of this volunteer tax relief program, residents

(i) at the close of the preceding calendar year must be sixty-five years of age and over, or whose spouses, living with them, are sixty-five years of age or over, or sixty years of age or over and the surviving spouse of a taxpayer qualified in this municipality under this section at the time of his or her death or with respect to real property on which such residents or their spouses are liable for taxes under section 12-48 of the Connecticut General Statutes, or at the close of the preceding calendar year have not attained sixty-five years of age but are eligible in accordance with applicable federal regulations to receive permanent total disability benefits under Social Security, or have not engaged in employment covered by Social Security and accordingly have not qualified for benefits thereunder, but who has become qualified for permanent total disability benefits under any federal, state or local government retirement or disability plan, including the Railroad Retirement Act and any government-related teacher's retirement plan, in which requirements with respect qualifications for such permanent total disability benefits are comparable to such requirements under Social Security, and

(ii) must volunteer the requisite hours of service as set forth in this subsection (b), and

(iii) own or be held in trust for their benefit and occupy as their principal residence, real property in the Town of Trumbull or be liable for the payment of taxes thereon pursuant to Section 12-48 of the Connecticut General Statutes, and

(iv) must not be delinquent on the payment of any taxes or assessments due the Town of Trumbull or the Trumbull Water Pollution Control Authority

Qualifying taxpayers who participate in this program for the Grand List years of 2016 and thereafter and shall have reached the minimum requirement of one hundred (100) hours of service as set forth herein shall be entitled to a tax credit of a fixed amount of not more than six hundred dollars (\$600.00), provided that said taxpayer satisfies the conditions of subsections (b) and (c). No more than two qualifying taxpayers who participate in this program and reside in the same principal residence may be entitled to a tax credit under this program, provided both taxpayers satisfy the conditions of subsections (b) and (c). Qualifying taxpayers must reach the specific number of hours as set forth herein to be eligible for the respective tax credits. In no event may the amount of tax credits per household exceed the amount of real property tax levied against the residence.

(c) *Program implementation.* The Tax Assessor, or its designee, shall be responsible for administration of the Senior and Disabled Persons Volunteer Tax Relief Program.

For Grand List year 2015, the Assessor shall prepare a list of approved Town related activities and services, excluding the Board of Education, for which qualifying taxpayers may choose to volunteer. Eligible taxpayers shall submit a completed application form and authorize a background check. Placements shall be based upon the skills, interests and applicant's ability to perform all duties and responsibilities of the placement.

For Grand List year 2016, et seq, the Assessor shall create an approved list of qualifying scientific, educational, literary, historical, governmental, charitable and non-profit entities located in the Town of Trumbull for which qualifying taxpayers may choose to volunteer in addition to Town-related activities and services. Such entities shall meet the spirit and intent of the ordinance, and provide direct benefit and support to the Trumbull Community. The Tax Assessor shall prepare application forms to be completed by taxpayers qualifying for benefits hereunder who wish to participate in the senior volunteer tax relief program.

Volunteer hours are to be completed in one calendar year. They shall be certified by the department or entity for which the services are rendered and submitted to the Tax Assessor by January 31st following the calendar year of service. Accumulated volunteer hours not reaching the minimum number to earn the tax credit may not be carried over to the following year. The Tax Assessor shall coordinate the application of the credit to the taxpayer's bill with the Tax Collector.

The tax credit earned shall be applied to the tax bill issued for payment in July of the year following the calendar year of service.

(d) *Disqualification.* Any such property tax relief granted to any such resident shall not

disqualify such resident with respect to any benefits for which such resident shall be eligible under the provisions of C.G.S. 12-129b to 12-129d, inclusive, and 12-170aa, and any such property tax relief provided under this section shall be in addition to any such benefits for which such resident shall be eligible under said sections. Notwithstanding the foregoing, a resident is ineligible to apply for this program

(i) if at the time of such application, the resident is delinquent in any taxes owed to the Town of Trumbull or the Water Pollution Control Authority, and (ii) for any grand list year that such resident is also receiving benefits pursuant to the Town's Senior Tax Deferral Relief Program. For the purposes of this program, the hours spent by a resident as an elected or appointed town or government official, volunteer firefighter or emergency service personnel, or employee, shall not be included in the determination of total number of requisite hours volunteered by the resident.

(e) *Termination/Amendment.* This program may be terminated or amended by the Town Council at any time with or without cause in the event it is deemed by the Town to be in its best interest to do so.

(#1) compensation plan attached to Agenda - May 7, 2015

DEPARTMENT OF HUMAN RESOURCES

TOWN OF TRUMBULL

COMPENSATION PLAN

FOR

**NON-UNION, APPOINTED AND ELECTED
OFFICIALS**

Adopted: May, xx 2015
Effective January 1, 2016

I. **Introduction:**

A. **Background:** This Pay Plan covers non-union, appointed and elected officials except as specifically noted.

B. **Pay Plan Objectives:**

1. Internal equity;
2. Competitive with the municipal market;
3. Links pay and performance;
4. Easy to administer;
5. Provides continuity and flexibility.

II. **Administration of the Compensation Plan for Non-Union, Appointed and Elected Officials:**

A. **Appointments:** The minimum rate of pay for a classification shall normally be paid upon new appointment. An appointing authority may recommend a new appointment or reappointment at a rate higher than the minimum rate established for the classification, by written request to the Director of Labor Relations. The Director may approve a starting or reappointment rate beyond the minimum of the salary range but not to exceed the midpoint of the range.

B. **Promotions:** In the event an employee is promoted from one position covered by this salary plan to another position included in a different grade of this salary plan, the salary of the employee shall increase at least 10% but not more than 20%, except in such cases when the increase would place the salary beyond the maximum established for the grade of that position or below the minimum established for that position. In the former case, the maximum rate of pay for that classification will be paid and in the latter case, the minimum rate of pay for that classification will be paid. The determination of the actual percentage increase will be made by the individual's supervisor based on that individual's salary in the range subject to the approval of the Director of Labor Relations.

C. **Within Grade Salary Increase:** All employees covered by this plan (except elected officials) shall receive increases based solely on performance appraisals, on forms approved by Human Resources. For employees with less than three months tenure, no increases shall be given. Performance appraisal forms are appended hereto and made a part hereof. Performance appraisal forms shall be based on job descriptions, tasks and standards developed for each position covered by this plan. Salary increases shall be, at a minimum, the same as provided to the supervisors union (MATHAS). A salary adjustment shall be given if the evaluation indicated the individual "meets expectations". If the employee fails to meet expectations, he or she shall not be eligible for a salary adjustment. Effective July 1st each year's salaries shall be adjusted based on the terms and condition outlined herein. As condition precedent, Personnel Appraisal Forms must be completed and submitted to the Human Resources Department by the date established by the Human Resources department for the individual to be eligible for a salary increase.

- D. **Pay Rates for New Positions:** In the event a new classification is established, the Personnel Department set the appropriate pay grade.
- F. **Reallocation of Positions:** In the event of significant changes in the job content of a particular Ordinance position, the Personnel Director shall recommend to the Personnel Committee the appropriate pay grade.

Reallocation of a position does not impact the salary of any incumbent unless the incumbent is below the minimum or above the maximum of the new grade. In the event of the former, the incumbent's salary shall be adjusted to the minimum of the grade. In the latter case, the incumbent's salary shall remain fixed until the maximum of the new range reaches the incumbent's salary.
- G. **Elected Officials:** The salary for elected officials and certain appointed Officials shall be as outlines in Section K. Changes in the salaries for elected officials shall be effective January 1st of the year they are elected or reelected.
- H. **Position Status:** All salary ranges and recommendations are for full time positions. If positions are filled on less than a full time basis, salaries shall be prorated and adjusted accordingly.
- I. **Maintenance of Salary Plan Objectives:** In order to maintain the salary plan objectives, the Personnel department shall periodic review of the salary ranges.
- J. **Adjustment of Ranges:** The ranges shall be adjusted every other year starting January 1, 2018, by the statewide average of public sector union settlements (non-public safety) rounded to the nearest quarter.
- K. Effective January 1, 2016 allocation of positions to grade shall be as follows: *

Category

1. Elected Officials Effective: January 1, 2016

Selectman (First Term)	Year 1 80% of the Minimum of Director of Finance Range Year 2 85% of the Minimum of Director of Finance Range
Selectman (Second Term)	Year 1 90% of the Minimum of Director of Finance Range Year 2 95% of the Minimum of Director of Finance Range
Selectman (Third Term)	Year 1 100% of the Minimum of Director of Finance Range Year 2 105% of the Minimum of Director of Finance Range
Selectman (Four Term)	Year 1 Midpoint of the Director of Finance Range
Treasurer (Part time)	25% of Minimum of Director of Finance Range
Town Clerk	60% of the Minimum of Dir. of Finance Range

2. Department Heads

	<u>*Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Chief of Staff	\$77,500	\$87,500	\$97,500
Director of Finance	\$115,000	\$125,000	\$135,000
Director of Public Works	\$110,000	\$120,000	\$130,000

Director of Health	\$90,000	\$100,000	\$110,000
Director of Labor Relations	\$110,000	\$120,000	\$130,000
Director of ECD	\$105,000	\$115,000	\$125,000
Director of EMS	\$80,000	\$90,000	\$100,000
Director of Parks and Recreation	\$95,000	\$105,000	\$115,000
Police Chief	\$115,000	\$125,000	\$135,000
Operations Director Golf Course	\$85,000	\$95,000	\$105,000
3. <u>Supervisors/Administrators</u>			
Asst. Finance Director	\$85,000	\$95,000	\$105,000
Personnel Manager	\$72,500	\$82,500	\$92,500
Deputy Police Chief	\$100,000	\$110,000	\$120,000
4. <u>Support Staff</u>			
Executive Assistant (First Selectman/PD)	\$55,000	\$60,000	\$65,000
Secretary (First Selectman)	\$45,000	\$50,000	\$55,000
Human Resources Assistant	\$45,000	\$50,000	\$65,000

* Any employee below the minimum shall be moved to the minimum of the range.

L. **Transition**: Those employees with existing employment contracts will be covered by the plan after their current contract expires or if mutually agreed upon may execute amendments to their current contracts where they will be subject to the Plan.

M. **Effective Date of Pay Plan**: January 1st, 2016

#2 Revised distributed 4/27/15 with strike throughs

DEPARTMENT OF HUMAN RESOURCES

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Revised / Distributed out 4/28/15 Finance Committee Meeting

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M. **Effective Date of Pay Plan:** January 1st, 2016

STATE OF CONNECTICUT WAGE AND SALARY SETTLEMENTS

Settlements Under MERA (Last 18 Months)

<u>Year Effective</u>	<u>BOE</u>	<u>Municipal*</u>	<u>Police</u>	<u>Fire</u>	<u>Overall</u>
2013-14	1.95%	1.94%	1.77%	1.95%	1.94%
2014-15	2.07%	2.27%	2.38%	2.24%	2.16%
2015-16	2.12%	2.38%	2.50%	2.34%	2.23%
2016-17	2.26%	2.44%	2.57%	2.50%	2.32%

*Includes police and fire settlements.

Note: Settlement percentages do not include increment.

Teacher and Administrator Salary Settlements (2014-15 Season as of 3/11/15) (Including Increment)

<u>Year Effective</u>	<u>Teachers</u>	<u>Administrators</u>
2015-16	3.09%	2.61%
2016-17	3.04%	2.58%
2017-18	3.15%	2.58%

Teacher and Administrator Salary Settlements (2014-15 Season as of 3/11/15) (Excluding Increment)

<u>Year Effective</u>	<u>Teachers</u>	<u>Administrators</u>
2015-16	1.74%	2.31%
2016-17	1.71%	2.30%
2017-18	1.52%	2.29%

Source: Shipman & Goodwin LLP Settlement Databases.

342441 v.12

© Shipman & Goodwin® LLP, March 2015

FY 2014-2015	CCM 2015 Salary Survey Data					
	Municipality	2013 CT Health Dep. Pop. Est.	Mayor	First Selectman	Chief Appointed Official	Fairfield County
Ridgefield	25,164			\$ 122,043		FC
Windham	25,213	\$ 5,000			\$ 120,000	
Farmington	25,613				\$ 152,359	
Mansfield	25,774				\$ 143,291	
South Windsor	25,846				\$ 163,612	
Wethersfield	26,510				\$ 123,600	
Westport	27,308			\$ 101,475	\$ 90,000	FC
New London	27,545	\$ 86,000			\$ 52,000	
New Milford	27,767	\$ 89,871				
Branford	27,988			\$ 102,960		
Newtown	28,113			\$ 104,484		FC
East Haven	29,120	\$ 85,000			\$ 80,000	
Windsor	29,142				\$ 134,303	
Cheshire	29,150				\$ 145,986	
Vernon	29,161	\$ 30,000			\$ 119,687	
Newington	30,756				\$ 140,378	
Naugatuck	31,707			\$ 79,600		
Glastonbury	34,768				\$ 169,592	
Torrington	35,611	\$ 98,039				
Trumbull	36,571			\$ 104,104	\$ 71,575	FC
Shelton	40,261	\$ 110,193				FC
Groton (T)	40,176				\$ 136,675	
Norwich	40,347	\$ 56,544			\$ 127,500	
Southington	43,661				\$ 155,400	
Enfield	44,748				\$ 142,485	
Wallingford	45,141	\$ 85,140				
Middletown	47,333	\$ 85,000			\$ 64,522	
East Hartford	51,199	\$ 88,075				
Stratford	52,112	\$ 110,000			\$ 105,000	FC
Milford	53,137	\$ 96,697			\$ 64,025	
Manchester	58,211	\$ 3,000			\$ 163,268	
Meriden	60,456	\$ 16,788			\$ 147,878	
Bristol	60,568	\$ 100,446				
Fairfield	60,855			\$ 131,428	\$ 91,800	FC
Hamden	61,607	\$ 95,000			\$ 92,000	
Greenwich	62,396			\$ 131,187	\$ 192,056	FC
West Hartford	63,371				\$ 156,832	
Danbury	83,684	\$ 106,875			\$ 81,684	FC
Norwalk	87,776	\$ 114,524				FC
Waterbury	109,676	\$ 125,702				
Hartford	125,017	\$ 146,780			\$ 170,000	
Stamford	126,456	\$ 161,649			\$ 151,959	FC
New Haven	130,660	\$ 131,000			\$ 132,000	
Bridgeport	147,216	\$ 132,459			\$ 132,459	FC

FY 2014-2015	CCM 2015 Salary Survey Data				
Municipality	2013 CT Health Dep. Pop. Est.	Mayor	First Selectman	Mayor/1st Sel	
Ridgefield	25,164		\$122,043	\$ 122,043	FC
Westport	27,308		\$101,475	\$ 101,475	FC
Newtown	28,113		\$104,484	\$ 104,484	FC
Trumbull	36,571		\$104,104	\$ 104,104	FC
Shelton *	40,261	\$110,193		\$ 110,193	FC
Stratford	52,112	\$110,000		\$ 110,000	FC
Fairfield	60,855		\$131,428	\$ 131,428	FC
Greenwich	62,396		\$131,187	\$ 131,187	FC
Danbury	83,684	\$106,875		\$ 106,875	FC
Norwalk	87,776	\$114,524		\$ 114,524	FC
Stamford	126,456	\$161,649		\$ 161,649	FC
Bridgeport	147,216	\$132,459		\$ 132,459	FC

Population 25000+
* Non CCM data

Average \$ 119,201.75