

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

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5005



FINANCE COMMITTEE
MINUTES
APRIL 28, 2015

The Chair called the meeting to order at 7:05 p.m. All present joined in the pledge of allegiance

Present: Mark LeClair, Chairman, Cindy Penkoff, Vice Chairman, Tony Scinto
Lori Rosasco Schwartz, Vicki Tesoro, Mary Beth Thornton, Bethany Llodra
Gilman, Alternate (arrived at 7:20 p.m.).

ABSENT: Daniel Marconi, Alternate.

ALSO

PRESENT: Carl A. Massaro, Jr. Town Council Chairman and James Haselkamp Director of
Labor Realations, Town Council members Enrico Constantini

-
1. RESOLUTION TC25-173: Moved by Mr. Scinto, seconded by Ms. Schwartz.
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) (*Public Hearing*)

The Chair OPENED the Public Hearing at 7: 06 p.m. There was one person present to speak. (Public
Comment Attached) The Chair CLOSED the Public Hearing at 7:08 p.m.

Mr. Haselkamp explained the three objectives for this compensation plan were:

1. To establish a structure for non-union salaries. Currently there is none and is budget driven.
2. Provide a mechanism to adjust the elected official salary structures.
3. Deal with inequities between the non-union and union salaries.

Mr. Haselkamp distributed a revised plan to the committee (Attached). The difference between what
had been previously posted with the agenda is the change to the first selectman's salary.

The plan provides for the following:

- Appointments are limited to a starting rate of pay. The control of the rate of pay above the
midpoint requires Town Council approval.

- Structure for promotions and pay changes. Salary increases within grade would apply to non-union employees, not elected officials. Non union employees in the past have been granted what the MATHAS (supervisors' union) had been given. This section codifies that and adds a provision for a performance system that is tied to getting the pay increase.
- Guidelines for pay rates for new positions are established.
- Process is implemented for a change in responsibilities.
- After review of salary ranges the plan could be amended to reflect a change in a salary ranges but would require Town Council approval. At this time this control does not exist.

Universally amongst most towns the highest paid non-union employees are the police chief and the finance director. The salary ranges have been built from those two positions.

The Finance Committee discussed that the first selectman is elected every two years therefore this serves as a performance evaluation and the pay grade acting as an incentive to attract individuals with higher skills. (Ms. Llodra Gilman arrived at 7:20 p.m.)

Mr. Haselkamp distributed the following:

State of CT Wage and Salary Settlements, CCM 2015 Wage Survey Data. (Attached) This system/plan would change elected officials moving forward:

Section II, subsection J. Adjustments of Ranges allows for changes to take place every other year starting January 1, 2018. A compensation index had been used previously in this plan but it has since been changed to use the public sector (Attached).

The original proposed Compensation Plan was as follows:

- First selectman salary structure tied over 4 elected cycles.
The spread in that range was too large moving the first selectman salary from \$104,000 to \$125,000 immediately not allowing for a phase-in period. The revised plan distributed at this meeting would reflect increases based on three years, i.e. If there is a newly elected first selectman next year the salary would start at \$110,000, if that person were reelected the salary would move to the midpoint of the director of finance, (\$115,000). In year four it would go to \$125,000. Year two represents the second year of term one.

The Finance Committee discussed the increase in year two of the first term. It does not reflect a performance base increase and is not an election year. The committee suggested taking the highest salaries of the first selectmen in the state out of the equation equalizing the average. The goal was to incentivize individuals to run for office. The committee discussed using the \$109,250 rate of pay as the starting salary for the first selectman, year two there would be no increase. After election to a second term another increase would then take place. After discussion and review some of the committee was in favor of this while others were in favor of a CPI based increase. This plan reflects an equity adjustment for the first selectman. The committee discussed the fact that this would be a new ordinance and if adopted the current first selectman's salary if reelected would be brought to \$109,250 from \$104,000. Any person elected first selectman this year would be considered a first term per the ordinance. (Ms. Rosasco Schwartz left the meeting at 7:51 p.m.)

The Chair suggested 3 steps starting at \$109,250, with three steps of \$5,250 plus the percentage increase in the range. This would bring the first selectman to the middle of the range. Some of the committee spoke in favor of this while others spoke against a raise in the second year of the first term. The Chair stated the ordinance deals with making the salary equitable and incentive.

Mr. Massaro stated the committee has discussed two goals there are other goals that need to be addressed such as internal equity. The \$125,000 range for the first selectman's salary came from the midpoint of the finance director. This will adjust with ranges. Mr. Massaro noted the committee's struggle with the movement in the first years of the plan and explained 10 years from now there will not be as much movement.

The Chair called a RECESS at 8:18 p.m.

The Chair called the meeting BACK TO ORDER at 8:25 p.m.

The Chair entertained a motion to send without recommendation. Ms. Tesoro suggested tabling the resolution based on receiving a revised copy at this meeting and another revision the night prior to this meeting. There are other position salaries in this plan that will change and have not yet been discussed by this committee. The consensus of the committee was to table this resolution for additional time to review the entire plan.

Moved by Ms. Tesoro, seconded by Ms. Llodra Gilman to TABLE the resolution until next month
VOTE: Motion CARRIED 5-0-1 (ABSTENTION: Scinto)

Respectfully Submitted,

Margaret D. Mastroni, Town Council Clerk

Public Comment:

Cindy Katske of 129 Meadowview Drive was present and indicated she was present to learn. The Director of Planning was not listed. Ms. Katske is interested in knowing what other Towns have a compensation structure such as this. If there is research it should be posted for the public to see. Mr. Haselkamp stated the Director of Planning is in a union explaining why the position was not listed.

(#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	\$110,000	\$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 sterile throughs

DEPARTMENT OF HUMAN RESOURCES

TOWN OF TRUMBULL

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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

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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