

**BOARD OF SELECTMEN  
PERSONNEL SUBCOMMITTEE MEETING  
FRIDAY, FEBRUARY 24, 2023 – 10 A.M.  
MINUTES**

The Board of Selectmen Personnel subcommittee held a meeting on Friday, February 24, 2023 with First Selectman Pam Sawyer presiding. Also, in attendance were selectmen: Mike Eremita, Adam Teller, Robert DePietro and Kathy McCavanagh.

Audience Members: Liz Waters, Stephanie Crane

**1. Call to Order.**

P. Sawyer called the meeting to order at 10:01 a.m.

**2. Paid Firefighters.**

M. Eremita expressed that he feels we need at least 2 paid fire fighters in the department. Someone who can check over the equipment and vehicles on a daily basis. Be able to drive the trucks as drivers are hard to come by and in need of training. We should only ask for volunteers for the actual calls we get. There is a grant “the Safer Grant” that could help pay for career personnel and also provide recruitment and retention funds. Grant is only open until March 17<sup>th</sup>.

R. DePietro thinks we should take a look at the Hebron Fire Department and how it’s handled there. They have the closest model to Bolton.

A. Teller wants to see a strategic plan for the FD and if we need to bring in a consultant.

Put the following on the March 7<sup>th</sup> BOS agenda:

- FD to provide a strategic plan along with how they would pay for these fire fighters in their current budget.
- Be upfront with costs for the future. How will the town pay for these fire fighters – once this grant ends how will the town cover 100% of these costs?

**3. Recreation Director Pay Increase.**

J. Rupert explained that S. Crane is trying to make the recreation department self – sustaining. S. Crane is fairly new to the position being in it just under 2 years with one of them being COVID.

2.25 % increase will be automatic come July 1<sup>st</sup>.

R. DePietro would like to see a full job description before he can justify any type of raise.

A. Teller believes raises should be done during the review period. It's unfair to all the other supervisors not under a salary review if we only give it to one. A salary survey should be done every 5-8 years for each non-union position in town. Employee reviews are to be completed before the end of this fiscal year. J. Rupert to come back to the BOS with a report. BOS will consider putting funds aside (\$5,000 to 10,000) for pay raises later in the year if they feel it's warranted.

#### **4. Town Hall 4-Day Work Week.**

- A staff member has requested we look at working a 4-day work week with Friday's off.
- Many towns have gone to a 4-day work week.
- Many of these towns only work 34-35 hours per week.
- Some staff are more in favor of this than others.
- We should get feedback from all staff.
- Shorter work week/longer days – greater hours of productivity
- This would make us more competitive to attract and retain staff

Discussion about a 4-day work week with 9 ½ hour days rotating from week to week (M-Th) and (T-F). This was ultimately deemed not workable for Town Hall.

This topic is to be put on the next BOS agenda.

#### **5. Adjournment.**

P. Sawyer adjourned the meeting at 11:17 a.m.

Respectfully submitted,

Kathy McCavanagh

*Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto*