

**BOLTON BOARD OF SELECTMEN  
FINANCE & ADMINISTRATION SUBCOMMITTEE  
Special Meeting  
5:30 p.m. TUESDAY, FEBRUARY 1, 2024  
BOLTON TOWN HALL, 222 BOLTON CENTER ROAD  
In-Person and Virtual (Hybrid Format)**

**MINUTES**

**Finance & Administration Subcommittee Members Present In-Person:** Mather Clarke, Gwen Marrion, Tim Sadler

**Staff Present In-Person:** Town Administrator James Rupert

**Staff Present Via Zoom:** Recording Secretary Linda H. McDonald

**Others Present In-Person:** First Selectman Rodney Fournier

**1. Call to Order:** R. Fournier called the meeting to order at 5:30 p.m.

**2. Discussion on Employee Wages and Benefits:**

J. Rupert explained the prior Board of Selectmen (BOS) asked him to put money in the budget this year so, if the board wanted to make adjustments to some supervisor wages, there would be money available. He referred to a spreadsheet before the members from a study to see where Bolton lined up with other towns in the area in regard to wages. He said the committee will also be looking at some potential wage increases for Senior and Social Services employees.

J. Rupert noted, with regard to supervisor positions, that the town is not making the grade with competitive salaries for a couple of town employees. He recommended affording the Highway Foreman the ability to take the town vehicle home.

The committee members discussed and asked questions of J. Rupert for background information and clarification purposes.

J. Rupert spoke of the shortage of municipal workers towns are experiencing across all positions, which is driving up the cost of wages for municipal employees.

J. Rupert recommended working to bring the Recreation Director's salary up to the average over a three-year period, making a third of that amount (\$3,000) retroactive to July 1, 2023. Discussion and questions followed on the duties of the Recreation Director and activities in that department.

J. Rupert asked the committee to consider additional compensation for the Executive Administrative Assistant to the Town Administrator, noting her job has evolved over the past years, giving her a lot of responsibility. He looks at, if she were to leave tomorrow, could he replace her for what he has in the budget

J. Rupert asked the committee to consider a \$1 per hour raise for the Administrative Assistant to the Town Administrator. He said, although she is not a confidential-exempt employee, she is in a unique position hearing privileged information in the office on a somewhat regular basis and has

always been a good steward of that information. He asked that, if a change in hourly wage is made, her letter of employment include a confidentiality clause.

J. Rupert said he and Deputy First Selectman Robert Morra looked at the Senior and Social Services numbers. R. Morra's feeling was, if the committee agrees with the information given by the Senior/Social Services Director and went with the \$1 per hour wage increase this year for the Senior/Social Services Administrative Assistant, Program Director and per diem drivers and started paying for required driver physicals, that will move the town in the right direction with this group.

Throughout the meeting, committee members discussed the recommendations and requests from the Town Administrator and the Senior/Social Services Director.

G. Marrison suggested looking at wage data from East Granby, Granby, and Canton, towns similar in governmental structure to Bolton. She also suggested looking at data from the Connecticut State Department of Education educational reference groups (ERGs) which are a classification system under which school districts are grouped together to allow legitimate education outcome comparisons among districts.

**3. List of Recommendations for BOS to Consider:**

The consensus of the committee members was to present the following recommendations to the Board of Selectmen:

- Executive Administrative Assistant to the Town Administrator - \$2,000 wage increase.
- Administrative Assistant to the Town Administrator - \$1 an hour increase and adding a confidentiality clause to her letter of employment.
- Senior/Social Services employees pay increases of \$1 per hour starting this fiscal year and the town will start to pay for required driver physicals.
- Recreation Director wage increase of \$3,000, retroactive to July 1, 2023.
- Allowing the Highway Foreman occasional personal use of the town vehicle.
- Add of Granby, East Granby, and Canton to the town wage comparison list provided; checking Education Reference Groups (ERG); checking Andover numbers on the town wage comparison list, asking the intern to look at Granby, East Granby, and Canton plus potentially towns in the ERG to compare them with the information the Fire Department shared at the budget meeting.

**4. Adjournment:** M. Clarke MOVED to adjourn the meeting at 6:27 p.m. T. Sadler SECONDED. MOTION CARRIED 3:0:0.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*

*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*