

**TOWN OF BOLTON
BOARD OF SELECTMEN
FINANCE AND ADMINISTRATION SUBCOMMITTEE
TUESDAY, DECEMBER 17, 2024, 8:30 A.M.
TOWN HALL & ZOOM
MINUTES**

The Board of Selectmen-Finance and Administration subcommittee held a meeting with First Selectman Rodney Fournier presiding. Other selectmen in attendance included: Mather Clarke, Gwen Marrion, Tim Sadler; Town Administrator Jim Rupert, Bolton resident Jim Loersch and Kathy McCavanagh.

1. Call to Order.

First Selectman R. Fournier called the meeting to order at 8:35 am.

2. Discussion Regarding Data Collection for First Selectman's Salary.

There is overwhelming data showing that we are underpaying our First Selectman. T. Sadler also noted that different communities have varying duties for their selectman. When comparing salaries the following needs to be taken into consideration:

- Tasks/Duties that the selectman are responsible for
- Time spent doing the job

G. Marrion suggested we compare Bolton to other towns with a close population and/or per capita income. These towns should also have a Town Administrator (or comparable) position that is under the Town Selectman's. Is the Mayor or Town Administrator running the town?

The goal here is for future recruitment.

- We need to check the current charter for the First Selectman's job description and define all roles and responsibilities if not already done so.
- R. Fournier will begin to log his hours per week so the BOS can see how much time the job is actually taking up.
- We need to identify the top 10 towns by the following:
 - Population
 - Same government structure
 - Hours worked

(All this information should be put into a spreadsheet with narrative or some such document).

If we were to include health insurance for the First Selectman we'd be looking at about another \$30,000.

The BOS will then take all this information to public meeting for comment.

NEXT SCHEDULED MEETING WILL BE MONDAY, JANUARY 13, 2025,
AT 8:30 A.M.

3. Update on Town Administrator Review.

After speaking with NOVUS it was decided for cybersecurity reasons that the administrator review should not be done via google docs. To keep everything the town domain it should be done in Microsoft forms.

Personnel that are direct reports to J. Rupert will need to put their names on the review forms. Reviewer's names will be seen by the BOS and will then become part of public record.

Kathy to help R. Fournier send out reviews to both BOS and direct reporting staff from Rodney's email.

4. Adjourn.

Meeting adjourned at 9:09 a.m.

Respectfully submitted by

Kathy McCavanagh

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