

TOWN OF DURHAM

Office of the First Selectman

P. O. Box H

Durham, Connecticut 06422

BOARD OF SELECTMEN'S MEETING

June 26, 1986

The meeting was called to order at 7:40 p.m. by First Selectman Charles R. Mauro. Present: Mary Jane P. Jewczyn, Selectwoman, and James D. Dean, Selectman.

Appointments

- 1) Motion M. J. Jewczyn, second J. Dean, to reappoint Charles R. Mauro to a vacancy on DMIAAB; said term to expire July 1, 1987; 3 ayes.
- 2) Motion M.J. Jewczyn, second J. Dean, to reappoint Gaetano Puglisi to a five-year term on the Building Code Board of Appeals; said term to expire 12/31/90; 3 ayes.
- 3) Motion J. Dean, second M.J. Jewczyn, to appoint Steve Kotowski and Charles R. Mauro as an "Interim Economic Development Commission" for six months; to expire 12/31/86.
- 4) Motion M.J. Jewczyn, second J. Dean, to reappoint J. Muraca as the town's representative to CAGM; 3 ayes.
- 5) The appointment to the Conservation Commission was tabled.

C. Mauro reported to the Board that he had signed a contract with the Meriden-Middlesex Private Industry Council. Read letter from Capitol Region Council of Governments advising the town that the bottled water vendor serving 398 people under the State Bottled Water Supply Program is Triple Springs of Meriden.

Noted was J. Muraca's letter re \$1,000 CAGM budget request. Motion J. Dean, second C. Mauro, to request the Board of Finance fund the \$1,000; 3 ayes.

The following roof repair bids have been received:

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| 1) Jackson | \$14,500 | 2) Manfito | \$6,750 |
| 3) Eagle | \$36,586 | 4) Dahill | \$22,578 plus |
| | | | \$3,646 to repair damaged slate. |

C. Mauro said he has heard that slate is no longer repairable. Present roof is 70 years old. Plan is to cover with plywood and reshingle. Will ask Jackson to clarify his bid. No votes taken.

C. Mauro advised he has sent out Invitations to Bid on heating oil. Awaiting responses. Letter noted from state who will proceed to direct the installation of a street light on pole #2359 at the intersection of Rts. 68/157.

Rick Darin, manager of Valley Shore Communications, presented three copies of the proposed contract between the town and V.S. for emergency (911) services which the Board of Selectmen signed and the Town Clerk witnessed. July 1, 1987, is target date for balance of services but the alarm system will be hooked up first. The firm's President Fred Dudek was also on hand to answer questions.

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C. Mauro advised that the Water Pollution Control matters are still at the same stage. Recommendations are the same as at the last meeting. L. Willett said he will issue a minority opinion which should be done in committee and not in the paper.

C. Mauro noted that while J. Dean was Acting First Selectman he wrote to Joseph Cavale, Commissioner of Dept. of Housing re discretionary HUD grants. J. Dean explained it's not a reimbursement grant and two people need to do their systems immediately, so he's trying to push it. C. Mauro said he's talked to Rep. Lavine.

C. Mauro opened a discussion with Board of Finance members, M. Foster Mather, Joanne Salva and Marjorie C. Hatch relative to the hiring of staff. He feels the Board of Finance has become involved in staffing/hiring matters which he feels properly belongs with the Personnel Policy Board, of which Roger Quinley and Robert Horn were present. Per the Charter:

SECTION 1-4 HIRING OF STAFF

All officers, boards, commissions, and other agencies of the Town shall have the authority to engage, and may remove, clerical, professional, technical, or other staff as may be required. Expenditures for such staff may not exceed the limits of their individual appropriations.

C. Mauro said he has no problem with doing the hiring, but feels it's up to the elected official/department head. Feels the Board of Finance has been the "holder of the gun" due to the budget and that the Personnel Policy Board should be reviewing all staff positions and elected positions. Sees a "Comptroller" position and/or department developing where the Treasurer/Bookkeeper are now. Feels complete revaluation of all positions is in order. Dialog needed between Board of Selectmen, Board of Finance, and the Personnel Policy Board. R. Horn responded for the PPB that the reval would be a monumental job. C. Caffrey told him it would be inappropriate to evaluate union positions. PPB has not agreed on how to pursue it.

SECTION 6-18 PERSONNEL POLICY BOARD

There shall be a Personnel Policy Board consisting of five (5) members. One member shall be elected at every Annual Town Meeting and shall serve for a term of five (5) years, beginning the date of said election. No salaried employee of the Town nor any paid Town official may be a member of this Board. The Board shall act in an advisory capacity to the Board of Selectmen and the Board of Finance. At the first Annual Town Meeting or at a Special Town Meeting called especially for that purpose within sixty (60) days of the adoption of this Charter, members shall be elected for five-(5), four-(4), three-(3), two-(2), and one-(1) year terms respectively. Thereafter, members shall be elected as provided above.

This Board will advise and suggest for the benefit of both the Boards of Selectmen and Finance, on a continuing basis, proper pay rates for the various job classification timing and amount of merit or other pay increases and fringe benefits.

The Board will also have the responsibility for the study of the various elective offices to determine current fair salaries and fringe benefits.

The Board will also have the responsibility for the study of the various elective offices to determine current fair salaries and fringe benefits based on the time, effort, and responsibility required to fulfill the requirements of the office.

The Board shall update its recommendations at least once a year so that its suggestions are available sixty (60) days prior to preparation of the annual budget requests.

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Roger Quinley said they (PPB) have not had any direct request from the Board of Finance to evaluate. Strictly an advising authority. Horn said this year they decided not to do an exhaustive annual wage survey. A. Brechlin admitted it must be frustrating because the Board of Finance has not always listened.

C. Mauro stated that the hiring of help in the Tax Collector's Office has been a problem. A "fiscal board" has been too involved in this. A. Brechlin said Boards are negligent in getting requests in so there's time to evaluate. Budgets all coming in at one time is not working. Wants Board of Selectmen to compile "Selectmen's budget" and the Board of Finance would get to act on that. Foster Mather said he feels Durham is way ahead of other towns in its budget-submitting time frame. Middlefield's Board of Finance became an ineffective board through disuse and he doesn't want to see Durham go that way. J. Dean felt the Board of Finance works good but the Board of Selectmen doesn't get as involved as it should be; Board of Finance became more dictatorial in Administrative issues than it should have although the Charter doesn't set guidelines. C. Mauro wants understanding of PPB and B/F roles; elected officials need to better define and document their staff needs. C. Mauro stressed that older Town Hall employees could be leaving and we must make provision. Horn said these are daily administrative moves. C. Mauro said we need experts to define roles. A. Brechlin said they were trying to get all staff under the Selectmen and that's where they got into trouble. C. Mauro said the decision should not have come from the Board of Finance to put all staff into the Board of Selectmen. Horn observed that once a definite situation arises, and they are asked to evaluate, that's ok -- but to do just a general assessment is not why they're there. C. Mauro feels they must re-do the reval of six years ago. If we do have to go to Charter Revision, then we'll do it. M. Hatch feels Charter Revision is best route to set it all out clearly. C. Mauro: Board of Selectmen, Board of Finance, and PPB should meet in subcommittee to decide how to straighten out positions of elected, union and hired. We need an inventory. A. Brechlin suggested also the reval of titles and salaries.

F. Mather noted it's lethal for small towns to have detailed job descriptions. J. Dean's complaint, in reference to budgets, is that the Board of Selectmen and Board of Finance never get together to chew over these budget matters. Horn noted the PPB is perfectly willing to talk. R. Quinley said it can all be done without Charter Revision. C. Mauro feels a third party evaluator is essential i.e; PPB. Horn replied that was not good when the PPB makes quasi-administrative decisions.

C. Mauro said the Town Clerk and Tax Collector are at logger heads with the Board of Finance; the B/F does not know the daily administrative work in Town Hall; B/F is looking at it only from a dollar and cents side.

Horn explained what he sees as Administrative decisions: what should happen if Mary leaves is an administrative decision. To seek out recommendations and respond is not their job.

A. Brechlin lead a discussion of the role of the multi-functional clerk. The Board of Finance had envisioned a filler-in for Selectmen, Assessor, BK -- as needed. Board of Finance created Town Hall position by default without consulting Board of Selectmen and PPB.

J. Dean said that as much as we have a union negotiating team--

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maybe that's the way to address the position - get together the right people to hammer out a program. Suggested a Town Hall Staff Committee to assess the problem.

F. Mather noted the same thing happened when C. Mauro created the Health/Engineer Administrative Coordinator position--every problem that comes up must be handled in the way it comes up.

C. Mauro said again he wants to utilize the PPB--that's been on the line but not used at all; reason it was created and he wants it to be utilized. he stressed the need to anticipate and act--not react as we've done in the past.

Town Hall support Staff came along due to discussions between F. Mather and A. Brechlin.

C. Mauro stressed that the First Selectman hiring the pool-type clerical person is ok but where skill is involved, department head must be involved. Ona McLaughlin felt the problem was lack of communication; the Board of Selectmen doesn't meet with the Board of Finance. M.J. Jewczyn feels the Board of Selectmen should meet more frequently at budget time. M.J. Jewczyn continued re using PPB: Road Foreman and Board of Selectmen can do job descriptions for highway -- PPB may be helpful in clerical and elected officials; someone not in Town Hall is needed to evaluate -- some outside people with a fresh viewpoint; she had asked PPB to review Tax Collector's position.

A. Brechlin admitted Joanne Salva needs to be brought up to parr but it's difficult to advance a position when it's done all at once--it's not accepted. Joanne Salva said it's a matter of principle...if it was across the board--like the new position created gets more than many positions. Horn stated the bottom line is how much is a role to be paid. J. Dean noted very few make what they could be on the open market. M. Hatch observed she had asked for someone to be trained to fill hers and Mary's shoes...it's just not working.

A. Brechlin noted town government has not been created like a business atmosphere. Town Clerk and First Selectman must decide what to do. Only 1 person must be in charge. C. Mauro said M. Hatch is not getting her fair share. A. Brechlin clarified by saying the money put aside as training program for Multi-functional clerk was used as overtime for Mary.

Joyce Kellish asked where does the multi-functional clerk work? C. Mauro explained her where-needed, as-needed status. J. Kellish went on to crystalize the situation: Town Hall needs 1 floater and 1 Assistant Town Clerk. There needs to be a general hiring policy for the town. A committee is needed to set it up--it's not fair to put it under the First Selectman as that could not always work out. Each position must be evaluated at town hall.

Horn suggested Sept. or Oct. as perfect time to have an annual reval of needed positions, salary requests.

C. Mauro concluded that a committee of 3 or 4 members makes sense. The Board of Selectmen will decide what way to go and get back to the PPB and B/F. Any department head in question should be brought in when it involves them.

Dean Thomasson said it sounds like more help is needed...just knowing the Real Estate market--Joan Quick may be needed as Assistant Town Clerk and someone else hired as multi-functional clerk.

J. Kellish observed the library needs evaluation also. C. Mauro answered that the only ones excluded in this are the highway members.

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A. Brechlin noted we also may need a computer person. C. Mauro explained what the Computer Committee is looking at and how he sees the evolution in computer placement for Town Hall. Several present expressed their own visions of computers needed and the kind of committee members they wish to see evaluate the question.

After the room cleared, the Board discussed the Computer Committee with the Secretary, who hopefully set their minds at rest.

Roof bids were discussed and it was decided to ask Jackson Roofing and Siding to give greater detail to their bid.

The meeting adjourned at 10:20 p.m.

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