

Town of Killingworth  
Minutes  
Special Meeting of the Board of Selectmen  
Thursday, March 4, 2021  
Via Go To Meeting

Members Present - C Iino, L Annino and E Blewett

Visitors Present – R Regolo, R Rimmer

Meeting called to order at 5:05 PM.

Iino proposed that the board review her recent memo dated March 3, 2021 outlining budgetary items to be resolved.

With regard to salaries, Iino proposed that the board consider a general salary increase of 2% for non-union positions not otherwise covered by union agreements and excluding registrar of voters, the building official and the administrative assistant. This is reflected in the most recent draft of the budget and is in line with the recent contract settlements in the state as reported by CCM. Blewett expressed her support. The board agreed to continue through Iino's recommendations before making any final decisions or taking formal votes.

With regard to the elected officials' salaries, Iino proposed providing a 2% increase for the 1<sup>st</sup> Selectman effective December 2021; 2% for the Town Clerk effective January 2022; and 2% for the Tax Collector effective July 2021. Iino reminded the board that the joint committee on compensation had recommended a mid-term review of the 4-year positions. There was a brief discussion regarding the proposed increase for the treasurer. The board recommended removing the proposed increase. Iino will ask the board of finance to consider increases for both the treasurer's position and the two selectmen positions.

With regard to the administrative assistant, Iino referenced a recent memo from the town clerk regarding the administrative assistant's strong job performance. Blewett raised the question of the job title. Annino reminded the board that this position is specifically identified in the town charter and as such cannot be changed without a change in the charter. Iino responded that, in her view, the Charter's stipulation that there be an administrative assistant to the office of the selectmen did not preclude designating that position as "executive administrative assistant." Annino asked that the record reflect that while he recalls introducing the administrative assistant as the executive administrative assistant on one occasion, he did so in error. He further stated that he would support the increase recommended by the first selectwoman. Annino asked that Iino formally ask the Charter Revision Commission to consider making the appropriate change to the Charter. There was a lengthy discussion regarding the need to review job descriptions and any changes in job responsibilities. Further, the board agreed that the first selectwoman as the chief executive officer should conduct the required annual

performance reviews for all at-will employees. These reviews would include the establishment of goals and objectives and be subject to the approval of the full board of selectmen.

lino has included a revised figure of \$16,500 for a consultant on Highway Department Operations. Blewett suggested we consider contacting the former director Peter Neff of Clinton. Blewett and Annino both support the idea of funding for a consultant at the proposed level.

With regard to COVID related expenses, lino stated that the finance director recommended not budgeting for COVID related expenses. Regolo added that COVID related expenses continue to be paid, tracked and are reflected in monthly reports.

lino recommended they postpone the discussion of the Annual Capital Transfer discussion until later in the meeting.

lino proposed increasing the hourly rate of the Building Official from \$30 to \$37. In addition, she asked that the board consider changing his status from outside contractor to employee. He would work under 1,000 hours a year and therefore be ineligible for employee benefits. But in addition to the change in hourly rate, there would be an added expense to the town of 7.65% for payroll taxes. Regolo asked about compensation for non-building official activities, specifically for facilities management work. lino said that Building Official Richard Pleines had been helping in this area. Regolo said that the actual hours were difficult to determine when reviewing his monthly invoices. The arrangement would need to be clarified in terms of responsibilities and the level and type of compensation.

As there was a joint meeting of the Board of Education, Board of Finance and Board of Selectmen scheduled to start at 6 p.m., the group agreed to meet on Monday, March 8 starting at 6 p.m.

lino declared that there being no further business, the meeting was adjourned at 6:01 p.m.

Respectfully submitted

Regina Regolo  
Acting Recording Secretary