

Selectmen's Meeting Minutes
Thursday, June 4, 2015, 7:30pm
Town Hall Meeting Room

Present: Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Administrative Assistant Randi Derene, Police Chief John Troxell, Police Commission members: Woody Bliss and Susan Moch, and Weston Residents.

First Selectman Gayle Weinstein was not in attendance.

This meeting was recorded and videotaped. The tapes are available in the Selectmen's office. The meetings are available for viewing online via the Town's website.

Mr. Muller called the meeting to order at: 7:30pm

Pledge of Allegiance: led by Selectman David Muller

Discussion/decision regarding hiring Cathleen McLellan as Tax Collector for the Town of Weston.

Ms. McLellan served as the Assistant Tax Collector for the Town of Ridgefield for 11 years. The tax collector she works with in Ridgefield encouraged her to go after this job, saying she is well equipped for this position.

Mr. Tracey asked if she is familiar with the computer systems that we use here in Weston. She said yes, and they use the same collection agency as well.

Mr. Tracey moved to approve the hiring of Cathleen McLellan as the Tax Collector for the Town of Weston, pending positive results of all background checks. Mr. Muller seconded. Motion carried unanimously.

Ms. Margaret Wirtenberg mentioned the special programs for the elderly. Ms. McLellan said she did speak with Ms. Nichols about this. Mr. Landry added that her first task will be to interview candidates for Assistant Tax Collector.

Discussion/decision on re-appointing Allen Swerdlowe to the Building Committee for a term to end June 30th, 2017

Mr. Tracey moved to re-appoint Allen Swerdlowe to the Building Committee for a term to end June 30th, 2017. Mr. Muller seconded. Motion carried unanimously.

Discussion/decision on re-appointing Jack Davidoff to the Building Committee for a term to end June 30th, 2017

Mr. Tracey moved to re-appoint Jack Davidoff to the Building Committee for a term to end June 30th, 2017. Mr. Muller seconded. Motion carried unanimously.

Discussion/decision on re-appointing Robert Soloff to the Building Committee for a term to end June 30th, 2017.

Mr. Tracey moved to re-appoint Robert Soloff to the Building Committee for a term to end June 30th, 2017. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding accepting a donation from the Weston Gun Club
Community Foundation for the Weston Police Department: Chief John Troxell**

The PD has been looking to purchase a new speed trailer for the last year. He originally asked for it in a special appropriation along with two new pizza boxes. The pizza boxes were approved but not the trailer. The trailer was put into their budget, but they pulled it out and were hoping they would get a donation for it. When the Weston Gun Club Community Foundation came to Chief Troxell for ideas for a donation, he informed them of the need for this new speed trailer. The Gun Club has donated close to \$100,000 to the Police Department over the last 7 years. The department is very grateful.

The speed trailer they are looking to purchase has better technology where they can do traffic surveys, get more accurate readings, and have the option to display messages.

Mr. Tracey moved that the board accepts a donation from the Weston Gun Club Community Foundation in the amount of \$9,110.00 for the purchase of a speed trailer by the Weston Police Department. Mr. Muller seconded. Motion carried unanimously.

**Discussion/decision regarding amending the Chief of Police Job Description: Bill Brady or
Beth Gralnick**

Mr. Brady and Ms. Gralnick were not able to attend. Ms. Susan Moch and Mr. Woody Bliss came in their place. Mr. Bliss presented the recommendations that the Town Consultant, Randi Frank, made for the revised job description for Chief of Police. The Police Commission approves of the recommendations from Ms. Frank. Mr. Tracey asked why the reassessment of the job description was made now. Ms. Moch stated that Chief Troxell's contract was up so it was time to negotiate a new contract. Under the existing classification he will reach the top step (10) next year.

See attached job description for revisions (changes have been highlighted). This new job description would categorize him under a higher step/grade.

Mr. Bliss said looking at surrounding towns we are on the lower side for a Police Chief salary.

Mr. Tracey moved to approve the updated Chief of Police Job Description dated May 15, 2015 and approve reclassification of the position to Grade 17 effective July 1, 2015. Mr. Muller seconded. Motion carried unanimously.

Mr. Tracey makes a request to the Police Commission that before the new contract is signed that the Board of Selectmen has a chance to review it.

**Discussion/decision regarding pay rate and benefit changes for non-union employees: Tom
Landry**

Mr. Landry stated that a couple of weeks ago the board met in executive session and discussed this item and its impact on its outstanding labor negotiations. Mr. Landry presented his memo (see attached).

Mr. Tracey moved to approve the pay rate and benefit changes for non-union employees as follows: salary increases in the amount of 0.5% for FY 13/14, 2.25% for FY 14/15, and 2% for FY 15/16. Employee health insurance contributions shall increase from 16%

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to 17% commencing July 1, 2015. The monthly subsidy for Medicare supplemental coverage for qualified retired employees shall increase to \$180 effective July 1, 2015. Employees with 15 years of service shall be eligible for a buyout of up to 50 sick days upon retirement, with collection upon separation of a MERS regular or disability retirement pension. All current and future employees shall have 1% of their salary withheld and deposited in the OPEB account effective July 1, 2015. This is a non-refundable contribution. Mr. Muller seconded. Motion carried unanimously.

Discussion/decision to approve the 5/7/15 Board of Selectman's meeting minutes.

Mr. Tracey moved to approve the minutes from the 5/7/15 Board of Selectman's meeting. Mr. Muller seconded. Motion carried unanimously.

Open Items:

Mr. Landry shared that the State Budget passed. Ms. Weinstein previously stated that this budget included significantly more state aid for the Town of Weston, but Mr. Landry has not seen any real numbers. From what we were told, the town would be receiving a half percent of state sales tax collected, but Mr. Landry sees us getting these funds over a two year period.

Ms. Wirtenberg asked about employees that are not in the union, she inquired about the chances of non-union employees joining the union. Mr. Landry stated that professional employees cannot be put into the bargaining unit as non-professional employees unless by choice.

Any other business to come properly before the meeting: None

Meeting adjourned: 8:15pm

Respectfully submitted,
Randi Derene
Administrative Assistant

Minutes Approved: 06/15/15

Revised 5/15

**TOWN OF WESTON
CHIEF OF POLICE**

Position Purpose:

The purposes of this position are to develop, manage, administer, supervise, direct and provide the community, residents and others with effective and efficient policing services according to all applicable laws and current professional policing standards and practices. S/he accomplishes these services through the deployment of resources, overseeing policing operations and direct service delivery according to departmental policies, procedures and other authorized practices and in cooperation with other governmental agencies to achieve effective law enforcement objectives and protection of life and property. The Chief of Police is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a wide variety of technical, administrative, management and supervisory responsibilities requiring an extensive knowledge of police functions in the enforcement of state and federal laws, and town ordinances

Supervision Received: Works under the general direction of the Police Commission following professional standards, procedures and policies approved by the Police Commission.

Supervision Given: Sergeants, Detective, Police Officers, Special Officer and Secretary developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public via telephone and officers via radio; outdoor work includes participation in policing activities, incidents and other emergencies; noise levels in the outdoor work environment are potentially loud during emergencies and at incident locations; under possible adverse weather conditions, including extreme hot and cold; often driving to incidents.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment and police equipment such as firearms and handcuffs.

Makes frequent and periodic contact with other municipal departments, board of education staff, regional, state and federal officials, other police departments, the media, insurance companies,

vendors and the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

Errors in judgment or omissions could result in delay of services, injury to employees, personal injury and potential civil liability and legal ramifications

Has access to extensive confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens and collective bargaining issues.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, initiates and directs comprehensive police operation; analyzes and evaluates the community's requirements for policing services; initiates and implements the department vision, mission, goals, objectives, policies, programs, activities, rules, regulations, procedures, practices, to improve policing services; regularly reviews the Department's strategies, programs, equipment, materials, supplies, tactics, training, assignments and deployment to assure that all are in alignment to effectively meet the community's needs
- Assigns and allocates Department personnel; manages recruitment process for new officers and staff including testing and interviewing and presents top candidates to the Police Commission, makes personnel appointments with approval from Police Commission; supervises, trains, counsels and evaluates employees; serves as step one in grievance process; assists Police Commission with union negotiations
- Works and cooperates with other law enforcement agencies, Town departments and officials in the execution of official duties and responsibilities; is the Department's primary representative to civic organizations, public interest groups, elected representatives, schools, etc.; attends or provides for appropriate Department representation at meetings related to public safety issues and law enforcement
- Oversees the maintenance of all records and statistics required by local, state and federal agencies and statutes; provides documentation as required by those entities
- Performs law enforcement duties including, traffic control and review, accident investigation, crime investigation, arrests, use of firearms, etc.
- Investigates complaints from citizens regarding actions of officers, conducts internal affairs investigations
- Researches and issues permits such as: peddler permits, solicitor permits, target practice permits; and monitors false alarms per local ordinance
- Serve as Sergeant during absences; monitors officer's reports and work; insures training

- is maintained for each officer; serve as second officer on scene as needed
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies.
- Prepare and administer operating budget for department; present Budget to appropriate Boards, First Selectman and Town Administrator.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelors Degree in Criminal Justice or some closely related field and **over** 10 years of responsible police experience, including over 3 years of supervisory experience at a level of Lieutenant or above or equivalent position that reports directly to Police Chief as supervisor; or any equivalent combination of education, work experience and training

Special Requirements:

A valid motor vehicle operator's license is required
CT Post Certification or ability to obtain

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of police administration and of current approved police methods and procedures; thorough knowledge of the federal and state laws, municipal ordinances and regulations affecting policing; thorough knowledge of appropriate police facilities security, equipment and operations; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of computer applications appropriate for office; knowledge of municipal police budgeting.

Ability: Ability to develop short term and long range comprehensive plans for police operations; ability to lead and manage through others and directly supervise subordinates and to prepare and effectively communicate approved departmental policies, procedures, practices, standards and prepare general and special orders; ability to analyze and interpret laws, by-laws, rules, regulations, standards, and procedures, and apply them to specific situations and cases; ability to establish and maintain effective working relationships with various groups and individuals;

ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to plan, organize and direct emergency response services; ability to prepare and administer an operating budget for the department; ability maintain good public and community relations

Skill: Good verbal and written communication skills; skill in using the above mentioned office equipment; skills associated with the supervision and training of staff; aptitude for working with people and maintaining effective working relationships with various groups to promote the best possible delivery of policing services to the community; skills associated with handling numerous projects at one time; managerial and organizational skills; excellent fiscal management skills

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Carry fire arms				X
Other-Ability to arrest suspects				X
Other-Describe _____				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel		X		
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving			X	
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Office of Town Administrator

TO: Board of Selectmen
FROM: Tom Landry
SUBJECT: Non Union Employee Raises and Benefits
DATE: June 1, 2015

The Board has consistently taken the position of parity in providing salary increases and benefits for its non-union employees. As you know through our collective bargaining efforts, we have defined the market for Connecticut municipal employee salary increases is between 2 and 2.25% for each of the fiscal years 2013-14, 2014-15, and 2015-16. Currently, we have a signed agreement for only one of our four collective bargaining units- the Town Hall unit. Salary increases for this group were 2.25%, 2.25%, and 2.0% for these three fiscal years.

The Dispatch group has not been very active in its negotiations. They have canceled the vast majority of our scheduled meetings throughout negotiations, and appear to be waiting for a ruling regarding health insurance before it renews its interest. The Police Department, which has the same UPSEU affiliation as Dispatch, is at impasse, and awaits mediation, then binding arbitration with the Police Commission. The DPW group, which has the same AFSCME affiliation as the Town Hall unit, gave the Town a final offer on May 21, to which Gayle made a counter offer on the 22nd. She has received no response to date, so I am not sure where those negotiations sit at the moment.

Resolution with these outstanding groups does not appear imminent. Accordingly, I suggest that the Board move to approve the salary increases and benefit changes for the non- union employees as follows.

1. FY2013-14. The group received a 1.75% increase for this period in the spring of 2014. It is recommended that current employees be given an additional .5% increase retroactive to the commencement of the first complete pay period for that fiscal year. This will total a 2.25% increase, which is consistent with the amount negotiated with the Town Hall unit.
2. FY2014-15. The group has received no increase for this period. It is recommended that current employees be provided a 2.25% increase retroactive to the commencement of the first complete pay period for the fiscal year. This will mirror the raise amounts provided to the Town Hall unit.
3. FY2015-16 It is recommended that current employees receive a 2% raise for the 2015-16 fiscal year, commencing July 1. This mirrors the Town Hall unit agreement.
4. The employee health insurance contribution shall increase from 16% to 17%, reflected in the first pay check issued July 11, 2015. Further, HSA accounts will no longer be part of the Town's medical

coverage plan design for these employees as of July 1, 2015. That layer of coverage will now be provided by an HRA account. These elements mirror the Town Hall unit agreement.

5. The monthly subsidy for Medicare supplemental coverage for qualified retired employees shall increase from a maximum of \$175 monthly to a maximum of \$180 effective July 1, 2015. This mirrors the Town Hall unit agreement.

6. These employees will be eligible for a buyout of up to 50 days of accumulated sick leave upon retirement. Qualifications for the program include a minimum of 15 years of service time with the Town, and collection upon separation of a MERS regular (55 years of age) or disability retirement pension. All four units have this benefit in varying amounts and qualification levels. This will provide the benefit to the non-union employees at the lowest number of eligible days, and highest service period requirements included among any of the unit agreements.

7. Effective with the pay check of July 11, 2015, employees shall have 1% of their salary withheld, and deposited into the Town's OPEB account. This is a non-refundable contribution, and shall apply to all successor employees. It is noted that these will be the only employees to date who will make such a contribution. Each of the units has been asked to do so through negotiations, but to date no such agreement has been secured with any of the units.