

Board of Selectmen's Meeting
Thursday, October 15th, 2015, 7:30pm
Town Hall Meeting Room

Present: First Selectman Gayle Weinstein, Selectman David Muller, Selectman Dennis Tracey, Town Administrator Tom Landry, Registrar of Voters Laura Smits, Administrative Assistant Randi Derene, Weston Residents

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

Ms. Weinstein called the meeting to order at: 7:30pm

Pledge of Allegiance: Ms. Weinstein led the meeting with the Pledge of Allegiance

Discussion/decision regarding Registrars' salaries and benefits; Laura Smits

Mr. Tom Landry presented the Town's response to Ms. Brasco's letter. (see Mr. Landry's memo and comparison chart attached) Getting a comparative hourly rate with other towns is difficult so Mr. Landry came up with a different metric as shown in his memo.

Ms. Weinstein clarified that the salary increase was originally planned for 2 phases, with the increase in the hourly rate now the and increase based on the hours they are actually working at budget time. Up in the air right now is increasing the stipend amount for working on Election Day. We can survey other towns but that will be done during the budget process.

The Deputy Registrar hours were also tracked. One deputy has worked 31 ¼ hours and the other no hours. Ms. Smits confirmed that she doesn't currently have a Deputy. Ms. Lisa Flannigan has been doing work for both Registrars.

Ms. Weinstein stated that Ms. Brasco submitted another letter suggesting we don't make a decision now since it will need to be addressed again in the next budget cycle. Mr. Tracey feels they have enough information now to make a decision. All agreed that this can always be re-evaluated again.

Mr. Tracey asks Ms. Smits why other deputy registrars are budgeted at 50% less than other towns. Ms. Smits said other towns have a lot more staff. Because our town is so small, the Registrars do most of the work compared to larger towns where the deputies do a large amount of the work. Mr. Muller asks about the new additional requirement mandated by the state. Are other towns making adjustments to compensations? Ms. Smits says many are. The state is requiring the Registrars and deputies to take 8 modules over 2 years. Registrars and Deputies should be paid for this training time. This should be a discussion during the budget process.

Mr. Tracey asked if we are budgeting enough hours for our deputies. Ms. Smits said they are. Ms. Weinstein asked if it would be possible to just increase the hours for registrars and eliminate the deputy position. Do they need that support? Ms. Smits said they need a deputy's support (and they might even be required to have Deputies as well).

Mr. Muller moved that the Board of Selectmen approve an increase of the Registrars' salary to an amount of \$13,200 retroactive to July 1, 2015 and the Board of Selectmen approve an increase of the Deputy Registrars' salary to a rate of \$19.80/hr retroactive to July 1, 2015. Mr. Tracey seconded. Motion carried unanimously.

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Discussion/decision regarding additional cost estimates regarding the Police Department renovations and/or additions.

Ms. Weinstein stated that there was a conference call last week with Brian Humes to discuss options of the new Public Safety Complex and they asked him to provide a cost estimate to renovate the lower level as well as what facilities would not be included if they only renovated the existing space.

Mr. Tracey explained the reason they looked into this is to present options to our residents, including alternatives for upgrades. The approach of just renovating existing space has downsides to it, such as having to do the project in phases as you can't shut down the department all at once. The price for Brian Humes to provide schematics and a price estimate is \$7000.

Ms. Weinstein wanted to make it clear that this proposal, working only within the current square footage, would have a lot left out. The forensic lab, the gym, the increased evidence space would need to be left out, the communication center as envisioned wouldn't be able to be built. Mr. Tracey feels that we need to offer other options to the community that would be less expensive. Ms. Weinstein said we also need to consider the need to build additional vault space for the Town Clerks somewhere in this building.

Mr. Muller stated that have been chipping away from the original plan to only keep what his needed, reducing space where we can. But also need to remember what we need going forward.

Ms. Weinstein stated that the price for this project before we had Brian Humes make reductions in space was \$10.2 million. Mr. Tracey added we are now taking \$500,000 out of it, but that does not include the Town Hall renovations which are not part of that original number. Those renovations would cost \$1.8 million. Bonding would be \$7 million. This would be a \$12 - \$13 million project over a period of 8 years.

Ms. Weinstein also wanted to make it clear that even if we go ahead with this study, we are still not solving the problem of school and town staff that are in a building that we will have to deal with.

Mr. Tracey agreed with Mr. Muller that we need to present options to the town.

Mr. Tracey moved that the Board of Selectmen approve a supplemental appropriation of \$7,000 for Jucunski Humes Architects to create a schematic design of renovations within the footprint of the existing Police Department. Mr. Muller seconded.

Ms. Nina Daniel asked why we are only working with the existing footprint. She asks if there is a possibility taking the existing police department and expanding enough to include some of the needs of the department. Mr. Muller said that was discussed on the call the other day with Mr. Brian Humes. He stated they were told it would be at least more expensive if not more than the other projects. Mr. Tracey added that if they were going to expand the footprint of the police department, it would not be cost effective to do that in the existing space. New building would be preferable.

Mr. Bob Ferguson also added that a partial expansion of the existing facility would be more expensive, but pointed out that Mr. Humes is not the architect for Town Hall renovation. He could only provide his opinion about the renovation of the police department. Ms. Weinstein reminded us that this project is not only about fixing the police department, but trying to find a global solution to our facility needs. It is also about addressing the annex, which is a temporary building. Again, we don't know the final cost for this project until this goes out for bidding.

Mr. Ferguson stated he is in support of spending \$7,000 to look into another option.

Motion carried unanimously.

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Open Item: First Selectman's Update

Ms. Weinstein stated that she is glad to report that the Cobb's Mill Bridge is now open. She appreciated the flexibility the state showed by working with us to get the bridge open sooner.

Our municipality is participating in a state wide emergency exercise on October 21st. It will be a weather related even and the focus will be on school security.

Any other business to come properly before this meeting: None

Adjourn: 8:29pm

Respectfully submitted,
Randi Derene
Administrative Assistant

Approved 11-19-15

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Office of Town Administrator

TO: Board of Selectmen
FROM: Tom Landry
SUBJECT: Registrar Stipend Amount
DATE: October 14, 2015

The Town contracted with Randi Frank to conduct a comparable market survey to determine compensation rates for the positions of Registrar and Deputy Registrar. Although Ms. Frank has successfully completed numerous similar surveys for the Town, this study proved surprisingly difficult. The reason for this is that the Towns do not compensate Registrars based upon an hourly pay rate. The survey results reveal that Registrars are generally paid a stipend amount, which does not vary with the number of hours worked. Since this obviates the need to track actual hours worked, there is no credible basis to calculate an inferred hourly pay rate. As hourly pay rates are generally the preferred metric for comparing compensation among employees, the situation poses a bit of a dilemma.

Since Registrar position duties are statutorily derived and therefore quite similar in all communities, one might think that simply comparing the stipend amounts themselves would be a suitable basis of comparison. However, comparing stipend rates does not recognize that the amount of work required of the Registrars to complete their tasks varies greatly from community to community. Clearly, it takes many fewer hours to register voters and update the list in Easton (population 7,603) than it does in Westport (population 27,068). Such an obvious difference in workload justifies a different compensation amount. Still, one must somehow quantify the difference in workload.

I spoke to Ms. Frank about how we might resolve this issue. Ultimately, we decided to use community population as a measure of expected work load. It might be slightly more on point to use the number of registered voters rather than total population, but those numbers were not readily available to me.

The Registrar stipend amounts for the three survey communities smaller in population than Weston (Easton, Redding, Woodbridge) divided by their total population, indicates a per capita cost of \$1.08 for that group. Weston's stipend equates to \$1.14 per resident. The stipend/population cost for the five larger communities (Westport, Wilton, New Canaan, Ridgefield, Darien) is \$1.39 per resident. **The midpoint between these two groups is \$1.24. If the communities were treated as a single group, without consideration of size, the per capita cost of Registrars would be \$1.31.**

For study purposes, population numbers were taken as reported in the Ct State Register and Manual for 2014. That report lists Weston's population at 10,350. Presented below are what the Weston stipend amount would be if calculated at the per capita amount listed. The current Registrar stipend in Weston is \$11,779.

Town of Weston Survey for Registrar's office

<u>Deputy Registrar</u>	<u>Salary/Person Stipend</u>	<u>Estimated Hours/yr</u>	<u>Hourly Rate</u>	<u>Notes</u>
Weston	\$2,625.00	156	\$16.82	one each party, paid for actual hours worked, budgeted for 3 hour per week
Darien			\$18.95	One called Deputy Registrar one call Asst Registrar, hours part-time unknown, one paid \$18.32 and one paid \$18.95
Easton	\$ 4,905.00	300	\$ 16.35	one per each party -minimum est of hours is \$300
New Canaan	\$ 6,500.00	195	\$ 33.32	Budget for both equals \$13000 (one vacancy at moment), average 2-5 hours a week, based on budget listed 3.75 hours/wk for each to =195
Orange				
Redding	\$ 6,617.52	312	\$ 21.21	one from each party, hours budgeted at 6 hours/week, and hourly salary set
Ridgefield			\$ 16.50	one each party , hours as needed and paid extra for referendum & election
Woodbridge	\$ 4,886.40	240	\$ 20.36	one each party, hours are budgeted at 240/yr, hourly salary set also
Westport	\$ 3,822.00	182	\$ 21.00	one each party, hours are budgeted at 182/yr, hourly salary set also
Wilton	\$ 7,623.00	385	\$ 19.80	One each party, paid for actual hours worked
Mean	\$ 5,282.70	252.86	\$ 20.48	
Median	\$ 4,905.00	240.00	\$ 19.80	

To: Weston Board of Selectmen
Tom Landry, Town Administrator

From: Theresa Brasco

Date: October 15, 2015

In response to Tom Landry's memorandum dated October 14, 2015, Laura Smits and I met with him yesterday afternoon. While the analytical approach of weighting the registrar's stipend per the towns' populations as a measure of expected workload makes sense, it does not tell the entire story unless budgeted hours of deputy registrar's are considered. Deputy registrars in many towns fulfill several functions carried out by the Weston registrars due to comparatively limited budgeted hours for Weston deputies. Consequently, the Weston registrars' expected workload would be greater unless some sort of adjustment is made.

Tom raised the question as to how such an adjustment could be made. In considering this, I followed the same analytical approach and calculated deputy's budgeted hours per capita. See the table below:

Town	2014 Population CT State Register and Manual (1)	Registrar's Stipend (2)	Registrar's Stipend Per Capita	Deputy's Budgeted Hours Per Year (3)	Deputy's Hours Per Capita
Weston	10,350	\$ 11,779.00	1.14	150	0.0144928
Darien	21,114	23,178.00	1.10	1,027	0.0486407
Easton	7,603	12,000.00	1.58	300	0.0394581
New Canaan	20,110	18,500.00	0.92	195	0.0096967
Redding	9,299	7,300.80	0.79	312	0.0335520
Ridgefield	25,045	33,433.00	1.33		
Woodbridge	9,201	8,787.60	0.96	240	0.0260841
Westport	27,068	42,060.00	1.55	632	0.0233486
Wilton	18,617	38,099.00	2.05	385	0.0206800
	148,407	195,137	1.31	3,241	0.0218386

Notes:

- (1) Provided by Tom Landry in October 14, 2015 memorandum.
- (2) Provided by Randi Frank in survey attached to Tom Landry October 14, 2015 memorandum.
- (3) Numbers noted in blue are from Theresa Brasco memorandum dated October 4, 2015, as corrected per noted towns' budgets (Attachment A, Schedule 2 is attached). Numbers noted in black are from Randi Frank survey attached to Tom Landry memorandum noted above.

Utilizing the average of .0218386 with Weston's population of 10,350, adjusted Weston Deputy hours would be 226.03 per deputy or a 50.6% increase over 150 budgeted hours. A further consideration with

respect to Deputy hours is the level of total annual compensation which would make this position somewhat interesting to potential candidates, given the calendar constraints imposed.

As was noted in the Town Administrator's memo, comparatively valuing the registrar's stipend is a surprisingly difficult task. The table above demonstrates that a department's overall structure is an important consideration from two perspectives: offsetting registrars' workload and increasing interest in the deputy position.

An additional factor which is not considered in Tom Landry's recommendation is the increased time commitment required for the registrars to fulfill the Secretary of State's mandated training and certification program. This requirement was written into law as a result of actions taken in the Connecticut legislative session in 2015, and includes eight teaching segments at UCONN Stamford for a total of 22 hours of class time. Further time will be required for commuting, preparation, studying, etc.

The Town Administrator also notes that an additional source of compensation for registrars and deputies is an amount paid for each election, primary, referendum, re-vote and audit. As of his writing, adequate information did not exist to consider this issue.

Discussion:

Given the current and impending vacancies in the Office of the Registrar of Voters, careful consideration should be given to all factors which might inhibit or assist Weston in attracting qualified candidates to these roles. If the intent of the Board of Selectmen is to develop a long term solution, then undertaking a short term fix which may need to be restructured in the next budget cycle does not achieve this goal.

Frank Study Differences
Deputy Registrar of Voters

Attachment A
Schedule 2

Appointed Deputy Registrar	Salary/Person	Budgeted Hours/Yr.	Budgeted Hourly Rate	Notes
Weston	\$ 2,625.00	150.00	\$ 17.50	Budget includes one for each party. Currently, there is a vacancy in the office for the Democratic Deputy. The serving Deputy assists both Registrars as needed.
Darien	19,461.65	1,027.00	18.95	Hours per attached budget. One Deputy and one Assistant Registrar, at hourly rates of \$18.95 and \$18.32.
Easton	4,905.00	300.00	16.35	One per each party - minimum estimate of hours is 300. Unclear in Frank report if this is a stipend or budgeted hours are 300.
New Canaan	6,500.00	195.00	33.33	Budget for both equals \$13,000 (one vacancy at the moment) and assumes hours of 3.75/week each. Unclear in Frank report if serving Deputy covers duties for both parties.
Redding	6,617.52	312.00	21.21	One from each party, hours budgeted at 6 hours/week and hourly rate set.
Ridgefield			16.50	One each party, hours as needed and paid extra for referendum and election.

Frank Study Differences
Deputy Registrar of Voters

Attachment A
Schedule 2

Appointed Deputy Registrar	Salary/Person	Budgeted Hours/Yr.	Budgeted Hourly Rate	Notes
Woodbridge	4,886.40	240.00	20.36	One each party, hours are budgeted at 240/year and hourly rate set
Westport	13,272.00	632.00	21.00	Hours per attached Registrar and Election budgets. Deputy hours of 182 per year are included in the Registrar budget, and each Election budget includes 225 hours per Deputy. Total hours assume two elections per municipal fiscal year.
Wilton	7,623.00	385.0	19.80	One each party, paid for actual hours worked. Also, have seasonal Assistant Registrars. Hours and compensation not included. See attached budget.
Mean	8,236.32	405.13	20.56	
Median	6,558.76	306.00	19.80	

October 12, 2015

Ms. Gayle Weinstein, First Selectman
Town of Weston
Weston Town Hall
56 Norfield Road
Weston, CT 06883

Re: Weston Police Department Study
Weston, CT

Dear Ms. Weinstein:

Based upon our conference call on Friday, October 9, 2015, The Town of Weston has requested that Jacunski Humes Architects, LLC submit a proposal to expand our contract scope regarding the above referenced project. At this time, the Town of Weston is interested in further investigations of the existing police department space to determine if alternative solutions are viable, functional, and cost effective. Existing police department space has been loosely defined as the existing spaces currently occupied by Police Department and Communications Dispatch. Adjacent spaces to those areas may also have the potential to satisfy programmatic needs of police / dispatch if determined by this office to be in the best interest of the project.

This office, in cooperation with police personnel, will determine the priority needs of the department given the available area for expansion / renovation. In addition, a phased construction approach will need to be developed so that the police department / dispatch can continue to perform their necessary tasks at all times within a dust-free environment.

Once a schematic design is determined based upon the existing area listed above, a list of "project deficiencies" will be developed that will assist the Town of Weston in evaluating this alternative approach. A summary estimate of anticipated costs will also be developed based upon the developed schematic design and anticipated project phasing. A detailed, professional cost estimating effort will not be required at this time.

Costs to develop a schematic design solution as describe above would be an additional lump sum, fixed fee of \$7,000. If desired, I could prepare a contract amendment to incorporate this added scope of work to our current agreement. I trust that this satisfies your request. Please let me know if the scope described above needs to be altered in any way to meet you desired objectives.

Very Truly Yours,


Brian W. Humes, AIA, LEED AP
Jacunski Humes Architects, LLC

projects.weston.policestudy.02weinstein