



LORI L. SPIELMAN  
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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JAMES M. PRICHARD  
Deputy First Selectman

SARAH D. COOK  
MELINDA M. FERRY  
DAVID E. STAVENS  
RONALD F. STOMBERG  
JOHN W. TURNER

SPECIAL MEETING  
BOARD OF SELECTMEN  
PERSONNEL POLICIES COMMITTEE  
Wednesday, November 28, 2018  
Commission Room - A

## MINUTES

MEMBERS PRESENT: Sarah Cook, Lori Spielman and David Stavens

OTHERS PRESENT: Patrick McHale, Labor Attorney; Felicia LaPlante, Acting Finance Officer; Marie Sauve, Human Resources Coordinator

I. CALL TO ORDER:

Chairman Cook called the meeting to order at 6:17 p.m. in Commission Room A in Town Hall.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES

A. November 19, 2018

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO APPROVE THE PERSONNEL POLICIES COMMITTEE MEETING MINUTES OF NOVEMBER 19, 2018.

IV. EXECUTIVE SESSION

A. For the purpose of discussing Attorney-Client Confidential Privileged Communications

MOVED (SPIELMAN), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 6:17 P.M. FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT CONFIDENTIAL PRIVILEGED COMMUNICATIONS.

PRESENT: Sarah Cook, Lori Spielman, David Stavens, Attorney Patrick McHale, Felicia LaPlante and Marie Sauve

The BOS came out of Executive Session at 6:29 p.m.

## V. UNFINISHED BUSINESS

## A. Revisions to the Personnel Rules &amp; Regulations

The BOS Personnel Policies Committee reviewed proposed changes to the Personnel Rules & Regulations. The members reviewed Section 6-3. Reporting Hours Worked and agreed to not include exempt employees.

Under Section 9-4 Retirement Plan, the members agreed to propose an increase to the Town of Ellington 401A Money Purchase Plan matching provision to 4.64% effective July 1, 2019 which will bring the percentage to the same level as the Town's contribution to the Department of Public Works CMERS plan.

MOVED (COOK), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO RECOMMEND TO THE BOARD OF SELECTMEN THE ADOPTION OF THE REVISIONS TO THE TOWN OF ELLINGTON PERSONNEL RULES AND REGULATIONS AS MODIFIED IN THE DRAFT DATED NOVEMBER 28, 2018, AS RECOMMENDED THE TOWN LABOR ATTORNEY AND INCLUDING THE CHANGE TO SECTION 9-4 INCREASING THE 401A MONEY PURCHASE PLAN MATCHING PROVISION TO 4.64%.

FURTHER TO RECOMMEND THAT MARIE SAUVE, HR COORDINATOR, BE AUTHORIZED TO CORRECT ANY SPELLING/GRAMMATICAL ERRORS FOUND WITHIN THE DOCUMENT.

## VI. ADJOURNMENT

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOS PERSONNEL POLICIES COMMITTEE AT 6:35 P.M.

Respectfully submitted,



Marie Sauve