



*City of Bristol
Salary Committee*

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Meeting ID: 848 1297 2575

Passcode: 123456

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The regular meeting of the Salary Committee will be held on Wednesday, January 15, 2025, at 5:00 PM. in City Hall - Human Resources Conference Room, 3rd floor, 111 North Main Street, Bristol, CT.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes
 - a. Approval of regular Salary Committee meeting minutes of November 20, 2024
4. New Business
 - a. To consider creating a new position in the Department of Aging effective July 1, 2025
5. Old Business
 - a. To consider a salary increase for the position of Mayor effective with the term of office beginning November 2025
 - b. Discussion of language in the City Charter of a "Personnel Committee"
6. Any other matter to come before said meeting
7. Adjournment

PER ORDER OF THE CHAIRPERSON
Cheryl Thibeault

Salary Committee
REGULAR MEETING MINUTES
Wednesday, November 20, 2024
Human Resources Conference Room
3rd Floor, City Hall

Present: Councilmembers Cheryl Thibeault, Sebastian Panioto and Mark Dickau
Staff: Linda Milia

1. CALL TO ORDER.

The regular meeting of the Salary Committee was called to order by Chairperson Cheryl Thibeault at 5:00 p.m.

2. APPROVE REGULAR SALARY COMMITTEE MEETING MINUTES OF JULY 17, 2024.

On motion of Councilmember Panioto and seconded, it was unanimously voted: to approve regular Salary Committee meeting minutes of July 17, 2024.

3. NEW BUSINESS

a. ESTABLISH THE 2025 REGULAR SALARY COMMITTEE MEETING SCHEDULE.

On motion of Councilperson Panioto and seconded, it was unanimously voted: to accept the 2025 Salary Committee meeting schedule.

b. INCREASE TO WAGES OF PART-TIME AND SEASONAL EMPLOYEES IN PRY&CS EFFECTIVE JANUARY 1, 2025.

Superintendent of PRY&CS Joshua Medeiros explained that the minimum wage schedule for January 1, 2025 necessitated increasing wages of all part-time, seasonal employees to avoid wage compression. Estimated impact to annual budget is \$20,000 to \$30,000. Councilman Panioto questioned the reasoning for raising wages of all employees and not just those at minimum wage, noting that there was enough separation between wage rates.

On motion of Councilperson Dickau and seconded, it was voted: to recommend to City Council to approve increases to wages of part-time and seasonal employees in PRY&CS effective January 1, 2025. Councilperson Panioto voted No.

c. TO HIRE A TEMPORARY EMPLOYEE IN THE DEPARTMENT OF AGING FOR SUPERVISION OF EVENING PROGRAMS.

Jason Krueger, Executive Director of the Department of Aging discussed the continuing practice of operating programs during the evenings when paid staff is not working. Krueger is concerned that programs are supervised by volunteers which may be a liability to the City; Corporation Council attorneys have agreed. The request is for a temporary employee for a period of time so that information on evening usage may be accurately gauged and used to decide whether a permanent full-time position is warranted.

On motion of Councilperson Panioto and seconded, it was unanimously voted: to recommend to City Council to approve the hiring of a temporary employee in the Department of Aging from January to April 2025 for 4 nights per week.

4. OLD BUSINESS.

Councilperson Panioto brought up a discussion from the meeting of July 20, 2024 regarding language in the City Charter of a "Personnel Committee". It was agreed to continue the discussion when a new Director of Human Resources is hired.

5. **OTHER BUSINESS.**

Chairperson Thibeault discussed the matter of the Mayor's annual salary which has remained at \$105,838 since 2018. This matter will be placed on the next Salary Committee meeting agenda.

6. At 5:31 p.m., on motion of Chairperson Cheryl Thibeault and seconded, it was unanimously voted: To adjourn.

ATTEST: _____
Linda J. Milia, Recording Secretary

City of Bristol
Job Description

Job Title: Senior Center Program Assistant

Department(s): Aging

Code: 7

FLSA Status: Non-Exempt

Prepared: January 2025

Summary: Provides administrative support and assists in the coordination and implementation of activities to meet the needs of our aging population.

Essential Duties and Responsibilities include the following. Other duties may be assigned. Provides high quality customer service by assisting the public in person, over the phone, and via e-mail. Utilizes software to assist with memberships, program registration, rental requests, and other departmental functions. Provides accurate information to the public on department programs, services, and activities. Oversees programs that occur in the facility and the instructors that run them. Assigns and oversees volunteers in a variety of areas. Collects and tallies data regarding facility use and needs for expansion. Manages rentals and reports usage. Assists with the relaying of information using our tv monitors and our bulletin boards. Organizes and facilitates various senior classes, leagues, and activities. Makes recommendations for the purchase of equipment. Oversees facility volunteers, independent contractors and program participants. Processes invoices, requisitions, and purchase orders. Performs work of the clerical staff as assigned. Acts as a representative for the Department as assigned and collaborates with community committees or consortiums. The normal hours of work shall start at 2pm. The Department Head may adjust hours of work to meet operational needs.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and Experience: Associate's Degree in recreation, senior services, social work, or related field and at least one year of experience in a senior recreation program. Bachelor's degree is strongly preferred. Bi-lingual both written and orally in Spanish and English strongly preferred. Requires excellent communication and organizational skills.

Certifications, Licenses, Registrations: Must possess a valid State of Connecticut Motor Vehicle Operator's License. CPR/First Aid Certification preferred.

Computer Skills: To perform this job successfully, an individual should have basic knowledge in Database and Internet software; Intermediate knowledge of Microsoft Word, Excel, PowerPoint, and Publisher.

Supervised By: Works under the direct supervision of the Assistant Senior Center Director, and the Executive Director of the Department of Aging.

Physical Demands: Physical requirements include but are not limited to: sitting for extended periods of time, standing, walking, typing, and reach with hands and arms. Ability to safely lift and carry up to 20lbs occasionally. Must be able to set up and break down program equipment. This list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made available to individuals with disabilities to perform essential functions.

Work Environment: Work is primarily performed indoors with occasional exposure to the outdoor work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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