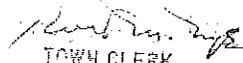


REGULAR MEETING RECORD

15 JUL 23 PM 3:11

Present: Rik Wells
Cheryl Larder
Michael Hannan
Edward Murphy

ATTEST: 
TOWN CLERK

Also Present: Joyce Sauchuk, Human Resources Director
Rozlyn Rubinstein, Library Director

Excused: Stephen J. Negri

Chairman Wells called the July 20, 2015 Personnel Review Board Regular Meeting to order at 6:35 PM.

1. Review and Approval of Minutes of the Regular Meeting April 20, 2015.

Mr. Wells asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of April 20, 2015.

The following corrections were noted: The last motion on page three was seconded by Mr. Negri. On page 1 the second paragraph of item 2 to be revised as follows: "Ms. Sauchuk reported the Town negotiated new language in the Collective Bargaining Agreement which covers the reclassification process. In accordance with this process, Ms. Sauchuk the Human Resources Director met previously with Ms. Ritchie the Director of Senior Services, the First Selectman, and the Finance Director." On page 2 the first paragraph to be revised as follows: "Ms. Sauchuk reported that they evaluated the pay plans of neighboring towns and after further discussion concluded that the position should be raised. After discussion with the union, First Selectman and Human Resources Director, it was agreed to recommend an increase of 5% (equal to the maximum award) and a reclassification to MP-5."

MOTION: Mr. Hannan made a motion to approve the April 20, 2015 Regular Meeting Minutes of the Personnel Review Board, as amended. Ms. Larder and Mr. Murphy abstained from voting. Seconded by Mr. Wells. (2-0-2) Motion carried.

2. Waterford Public Library--Building and Grounds Manager.

The Commission reviewed Memo dated July 13, 2015 from Joyce Sauchuk, Director of Human Resources, and revised job description for the Building and Grounds Manager for the library.

Ms. Rubinstein reported the former Building and Grounds Manager retired. After reviewing other positions in Town, we agreed that this position should be classified as TC-7. The position has been posted, but we felt we needed to update the job description for this position.

Mr. Hannan referred to item E of the Job Description which states in part "...must be available to respond to building emergencies at any hour." Ms. Rubinstein stated this an occasional requirement.

Ms. Larder referred to item E of the Job Description which states in part "...ability to give verbal reports and orders." Ms. Rubinstein stated the Building and Grounds Manager supervises a part-time custodian and is expected to write an evaluation.

MOTION: Mr. Murphy made a motion to approve the Building and Grounds Manager Job Description for the library classified as a TC-7.
Seconded by Ms. Larder. (4-0) Unanimous.

MOTION: Mr. Hannan made a motion to adjourn the July 20, 2015 Personnel Review Board Regular Meeting at 6:45 p.m. Seconded by Ms. Larder. (4-0) Unanimous.

Respectfully Submitted,

Frances Gheris
Recording Secretary