

Personnel Review Board
Regular Meeting Minutes
December 15, 2014
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Present: Rik Wells
Stephen J. Negri
Cheryl R. Larder
Michael Hannan
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director
Rozlyn Rubinstein, Library Director
Grant Ritter, Chairman of the Library Board

Chairman Wells called the December 15, 2014 Personnel Review Board Regular Meeting to order at 6:30 p.m.

1. Review and Approval of Minutes of Regular Meeting October 20, 2014.

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of October 20, 2014.

MOTION: Mr. Negri made a motion to approve the October 20, 2014 Regular Meeting Minutes of the Personnel Review Board, as presented.
Seconded by Mr. Hannan. Mr. Wells abstained from voting. (4-0-1) Motion carried.

2. Library - Job Description

Information/Reference Assistant - Children's Services. The Commission reviewed Memo dated December 8, 2014 from Joyce Sauchuk and the new job description for the Information/Reference Assistant for Children's Services.

Ms. Rubinstein stated there have been vacancies, and we reviewed our position classification. The job has changed at the information desk, and the job description was revised. This position is expected to be filled early next year. We

cross train in order to be able to fill in for a short time. Ms. Larder asked if this makes it easier to fill the position? Ms. Rubinstein stated the compensation is good at the paraprofessional level.

MOTION: Mr. Negri made a motion to approve the Job Description for the Information/Reference Assistant for Children's Services, as presented. Seconded by Ms. Larder. (5-0) Unanimous.

Information/Reference Assistant - Adult Services. The Board reviewed the job description for the Information/Reference Assistant for Adult Services. The job description is an updated job description replacing the Reference Technical Assistant. There will be no change to the wage schedule or pay level.

MOTION: Mr. Hannan made a motion to approve the Job Description for the Information/Reference Assistant for Adult Services, as presented. Seconded by Ms. Larder. (5-0) Unanimous.

3. Town Clerk - Job Description.

Town Clerk - Assistant II. Ms. Sauchuk informed the Board there was no job description for this position. The Town Clerk gave his input on the duties and responsibilities of these positions.

MOTION: Mr. Negri made a motion to approve the Job Description for the Town Clerk Assistant II. Seconded by Ms. Larder. (5-0) Unanimous.

4. Assessor's Office - Job Description.

Assessor's Assistant. Ms. Sauchuk reported the department gave us duties for this position, we put it in technical language and they reviewed it.

Ms. Sauchuk was asked why do they need to be able to measure? She stated they may need to measure the exterior dimensions of a building.

MOTION: Mr. Hannan made a motion to approve the job description for the Assessor's Assistant, as presented. Seconded by Mr. Murphy. (5-0)
Unanimous.

5. Tax Collector's Office - Job Description.

Tax Collector's Office - Job Description. Ms. Sauchuk reported this is a seasonal position.

MOTION: Mr. Murphy made a motion to approve the job description for the seasonal tax collector's assistant. Seconded by Ms. Larder. (5-0)
Unanimous.

6. Fire Services

Discussion - Part time Firefighters. Ms. Sauchuk reported she would like to move part-time firefighters into a part-time wage scale with steps. They are employees of the Town of Waterford. Bruce Miller and Ms. Sauchuk put together a wage scale. Ms. Sauchuk will meet with the chiefs.

Ms. Sauchuk reported that activities to move part-time firefighters into a part-time Seasonal/Occasional wage scale with steps are continuing. Bruce Miller, Fire Administrator, and Ms. Sauchuk have put together a wage scale and will meet with the Fire Chiefs to discuss this approach. The Personnel Review Board will be updated on further progress at the next meeting.

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7. 2015 Personnel Review Board Meeting Dates. Board members received the 2015 meeting dates. There was a general consensus that they were acceptable.

MOTION: Ms. Larder made a motion to adjourn the
December 15, 2014 Personnel Review
Board Regular Meeting at 7:15 p.m.
Seconded by Mr. Hannan. (5-0)
Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary