

Personnel Review Board
Regular Meeting Minutes
April 21, 2014
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Present: Stephen J. Negri
Cheryl R. Larder
Lisa Marie Barry

Absent: Michael Hannan
Rik Wells

Also Present: Joyce Sauchuk, Human Resources Director
Joe Vessichio

Acting Chairman Negri called the April 21, 2014 Personnel Review Board Regular Meeting to order at 6:30 p.m.

1. Review and Approval of Minutes of Regular Meeting March 17, 2014.

Mr. Negri asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of March 17, 2014.

MOTION: Ms. Barry made a motion to approve the March 17, 2014 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Larder. Mr. Negri abstained from voted (2-0-1) Motion carried

2. Seasonal Groundskeeper/Maintainer-Job Description. Board members reviewed Memo dated April 15, 2014 from Joyce Sauchuk enclosing a Job Description for the Groundskeeper/Maintainer position. This Job Description was reviewed by the Public Works Director and Recreation and Parks Director. The position would be placed in the Seasonal/Occasional Pay Plan in the existing grade level 8 which ranges from \$11.66 to \$13.52 per hour.

Board members also reviewed the Non-Union TC Wage Schedule effective July 1, 2013 and Seasonal/Occasional Wage Schedules, effective January 1, 2014.

Ms. Sauchuk informed the Board the RTM has approved the TC Wage Schedule through 2015.

Some individuals would like to be hired back. The Utility Commission has hired one of them.

The wage schedule has been compared with neighboring towns, and they have been made comparable.

The Public Works Director wishes to interview and hire. After they are hired, all the paperwork will be taken care of by Human Resources.

Ms. Larder asked if these seasonal employees are college students? Ms. Sauchuk replied most are.

Mr. Vessichio asked if there is a need for seasonal employees to return every year? He was informed that these are individuals who patch pot holes, mow, rake, weed, trim trees and clip hedges, as well as other similar duties.

MOTION: Ms. Barry made a motion to accept the new Seasonal Groundskeeper/Maintainer Job Description as presented. Seconded by Ms. Larder. (3-0) Unanimous

MOTION: Ms. Barry made a motion to adjourn the April 21, 2014 Personnel Review Board Regular Meeting at 6:55 p.m. Seconded by Ms. Larder. (3-0) Unanimous

Respectfully submitted,

Frances Gheri, Recording Secretary