

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

Absent: Lisa Marie Barry

Also Present: Joyce Sauchuk, Human Resources Director
Kerry Sullivan, Recreation and Parks
Ryan McNamara, Assistant Director of Recreation and Parks
Dani Gorman, Youth Services Director
Sally Ritchie, Senior Services Director

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

1. Review and Approval of Minutes of Regular Meeting April 21, 2014.

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting of April 21, 2014.

MOTION: Ms. Larder made a motion to approve the April 21, 2014 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Mr. Negri. Messrs. Wells and Hannan abstained from voting. (2-0-2)
Motion carried.

2. Youth Services--Job Description. Board members reviewed job descriptions for Camp Assistant, Seasonal Assistant, Camp Director and Youth Assistant. Ms. Sauchuk informed the Board no changes are being made to the wage grade level.

Ms. Sullivan stated these job descriptions were reviewed by Ms. Sauchuk, Ms. Gorman and herself. There are no budgetary issues.

MOTION: Mr. Negri made a motion to approve the job descriptions for Camp Assistant, Seasonal Assistant, Camp Director and Youth Assistant, as presented. Seconded by Mr. Hannan. (4-0) Unanimous.

3. Request from Registrar of Voters office for Reclassification for Deputy Registrars. Board members reviewed Memo dated May 20, 2014 from Patti Waters and Diana Cramer requesting the creation of a wage schedule for Deputy Registrar.

After discussion with the registrars Ms. Sauchuk recommended placing this position at a wage grade level of 06, which is the level of assistants to the Town Clerk and assistants to the Tax Collector.

Mr. Negri asked how many hours do they work? Ms. Larder replied it depends on the kind of election. It is required by the Secretary of State. Ms. Larder felt the positions of assistants to the Town Clerk and Tax Collector is a fair comparison.

MOTION: Mr. Negri made a motion to approve the reclassification of deputy registrars at a wage grade level of 06. Seconded by Mr. Hannan. (4-0) Unanimous.

4. Senior Services--Job Description. Board members reviewed Community Cafe' Manager, Meals-on-Wheels Driver, Community Cafe' Manager Substitute job descriptions and wage schedules.

Ms. Ritchie stated the Substitute Cafe' Manager may work only two weeks when the Cafe' Manager is on vacation. More experience is needed than for a Meals-on-Wheels driver. There is no change in pay for the Cafe' Manager or the Meals-on-Wheels driver. The Substitute Cafe' Manager was moved to the Seasonal Occasional Wage Schedule.

Mr. Negri asked if Senior Services has considered asking for volunteer Meals-on-Wheels drivers which neighboring towns have. She stated they use some volunteers in the office.

Mr. Wells asked if there were any budgetary issues with this request? Ms. Ritchie stated there were none.

Ms. Larder asked if the substitute Cafe' Manager was satisfied with the wage schedule? Ms. Ritchie felt he was. This individual needs to take a safe handling food course so they are able to answer questions and run a safe kitchen.

MOTION: Mr. Negri made a motion to approve the job descriptions for the Meals-on-Wheels drivers and Community Cafe' Manager.
Seconded by Mr. Hannan. (4-0) Unanimous

MOTION: Mr. Hannan made a motion to approve the Job Description for the substitute Community Cafe' Manager at a PT 12 classification.
Seconded by Mr. Negri. (4-0) Unanimous.

5. Recreation and Parks - Job Description.

Basketball Program Attendant
Beach Gate Supervisor
Water Safety Instructor
Summer Jobs for Minors Crew

Ms. Sauchuk sent Memo dated August 12, 2014 to this Board with attached job descriptions for the Basketball Program Attendant, Beach Gate Supervisor, Water Safety Instructor and Summer Jobs for Minors Crew. Human Resources and Recreation and Parks worked to create these descriptions. These positions are already on the Seasonal/Occasional wage schedule. No changes are requested for the wage grade level.

Mr. Negri suggested changing the wording from "to monitor those who take part" to "to monitor the participants."

MOTION: Mr. Negri made a motion to approve the job descriptions for Basketball Program Attendant, Beach Gate Supervisor, Water Safety Instructor and Summer Jobs for Minors Crew and that the wording be changed from "to monitor those who take part" to "to monitor the participants". Seconded by Mr. Hannan. (4-0) Unanimous.

MOTION: Mr. Negri made a motion to adjourn the September 15, 2014 Personnel Review Board Regular Meeting at 7 p.m. Seconded by Mr. Hannan (4-0) Unanimous

Respectfully submitted,

Frances Gheri, Recording Secretary