

Present: Cheryl Larder
Brigitte Shinault
Stephen J. Negri

Absent: Rik Wells
Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director
Jim Bartelli, Assistant Director of the Utility Commission

Acting Chairman Negri called the April 18, 2016 Personnel Review Board Regular Meeting to order at 6:37 PM.

1. Review and Approval of Minutes of the Regular Meeting March 21, 2016.

Mr. Negri asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of March 21, 2015.

MOTION: Ms. Larder made a motion to approve the March 21, 2016 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Shinault. Mr. Negri abstained from voting. (2-0-1) Motion carried.

2. Updated Job Description--Wastewater Collection System Assistant.

Board members reviewed Memo dated April 12, 2016 from Joyce Sauchuk, Director of Human Resources, regarding the Wastewater Collection System Assistant in the Utility Commission, the job description and Seasonal/Occasional Wage Schedules for this position.

Ms. Sauchuk reported in prior years the Utility Commission's seasonal workers were paid from the Non-Union TC wage schedule as Maintainers. It was felt that the Utility Commission position differs from the Maintainer position currently used by Public Works and Recreation and Parks and it needs its own description with more clearly defined responsibilities. It is a seasonal position and therefore it is more appropriate that it be placed in the Seasonal/Occasional pay plan in the existing grade level 14.

Mr. Bartelli stated the Commission wanted to more clearly identify the tasks that the position has historically performed in the Job Description for the Wastewater Collection System Assistant. They are college students who work very hard.

Ms. Larder asked if these workers have ever been eligible for unemployment? Ms. Sauchuk responded they are not eligible, because they would need to be ready to work.

Mr. Bartelli added the Utility Commission has employed two seasonal workers and has for many years.

Ms. Sauchuk stated we technically do not have a job description for this position.

MOTION: Ms. Larder made a motion to create a new position of Wastewater Collection System Assistant and approve the job description for it. Seconded by Ms. Shinault. (3-0) Unanimous.

Ms. Shinault observed that Gov. Malloy has proposed a change to the minimum wage and asked Ms. Sauchuk how this would affect Waterford. Ms. Sauchuk responded we are required to pay the minimum wage.

MOTION: Ms. Larder made a motion to adjourn the April 18, 2016 Regular Meeting of the Personnel Review Board at 6:50 p.m. Seconded by Ms. Shinault.

Respectfully submitted,

Frances Ghersi, Recording Secretary