Present: Rik Wells  
Edward Murphy  
Talivaldis Maidelis  
Steve Negri  
Cathy Patterson  

Also Present: Joyce Sauchuk, Human Resources Director  
Roslyn Rubenstein, Library Director  
Abby Piersall, Planning Director  
Brett Mahoney, Police Chief  

Chairman Rik Wells called the meeting to order at 6:30 p.m.

1. Review and Approval of Minutes of August 15, 2019.
   Chairman Wells asked for additions, deletions or corrections to the Personnel Review Board  
August 15, 2019 Special Meeting Minutes.

   MOTION (1): Mr. Negri made a motion to accept the Personnel Review Board  
August 15, 2019 Regular Meeting Minutes, as presented. Seconded by  
Mr. Murphy. Ms. Patterson abstained from voting. (3-0-1) Motion  
Carried.

   Board members reviewed November 13, 2019 Memo from Joyce Sauchuk, Director of Human  
Resources, regarding pay schedule and pay policy for part time Library Pages.

   Ms. Rubenstein reported as a result of the Connecticut minimum wage increase, the Library  
Board has scheduled increases over the next five years. Employees over the age of 18 will  
receive the Connecticut minimum wage, and after they work for 300 hours, they receive a 5%  
increase to their salary. Employees under the age of 18 years the starting pay will be 85% of the  
Connecticut minimum wage.

   Mr. Wells asked Ms. Rubenstein if she anticipates any problems getting help? Ms. Rubenstein  
stated she has not.

   Board member Talivaldis Maidelis arrived.

   MOTION (2): Mr. Murphy made a motion to increase the hourly rate of part-time  
Library Pages over five years in accordance with the Library Pages  
Wage Schedule to comply with the Connecticut Minimum Wage  
increases. Seconded by Mr. Negri. (4-0) Unanimous.

   Board member Edward Murphy arrived.

3. Job Description: Municipal Facilities Manager.
Board members reviewed Memo dated November 13, 2019 from Joyce Sauchuk, Director of Human Resources, and Job Description for the Municipal Facilities Manager. Funding for this position was approved during the budget process and is in the GGA bargaining unit.

Ms. Sauchuk reported she met with the union and this position is within the budget. Ms. Piersall reported since 2014 there has been a part-time Municipal Facilities Maintenance Coordinator working nineteen hours per week. Ms. Piersall felt the position should be full-time. She has been helping out when the Municipal Facilities Maintenance Coordinator leaves. This takes away from her Planning Department work. A full-time Municipal Facilities Manager can provide preventive maintenance and oversee. The pay scale will be reviewed and is within the bargaining unit.

Mr. Maidelis asked why isn't this a Public Works position? Ms. Sauchuk replied it was at one time, but the prior Planning Director requested an Ordinance change to move it to the Planning Department. It now will need to be changed by Ordinance. Mr. Maidelis did not feel it should be Ms. Piersall's responsibility.

Ms. Patterson stated she would like to see Ms. Piersall freed up, and she felt it would fiscally help Waterford.

Mr. Wells stated he understood the need for a full-time individual. He asked what is the option for making the individual in that position full-time? Ms. Piersall informed him the part-time employee is not interested in working full-time. He is willing to help with the transition.

Mr. Wells discussed the possibility that an audit of the position might be appropriate.

Ms. Patterson felt this position could take care of operational plans. She felt Waterford needs a Municipal Facilities Manager and that the Ordinance needs to be changed.

Mr. Murphy suggested the following edits to the Job Description: on page 1, item 2, medium-size should be hyphenated, line 10 needs a period, and Item A needs a period.

Mr. Wells referred to item 10 and asked if all town facilities records are planned to be computerized? Ms. Piersall replied they are.

**MOTION (3):** Mr. Negri made a motion to approve the job description of the Municipal Facilities Manager in the Planning Department. Seconded by Ms. Patterson. In Favor: Wells, Murphy, Negri and Patterson. Opposed: Mr. Maidelis. (4-1) Motion carried.

Mr. Wells felt that in the long term the Municipal Facilities Manager position should be in the Public Works Department.

**4. Job Description: Emergency Management and Communications Supervisor.**

Board members reviewed Memo dated November 13, 2019 from Joyce Sauchuk, Director of Human Resources and Job Description for Emergency Management and Communications.
Supervisor. This position will be replacing the position of Emergency Management Administrative Officer which has been vacant for 1½ years. This new position would be supervised by the Chief of Police or the First Selectman.

Chief Mahoney felt this position demands a full-time position. The position manages the Dispatch Center. The Chief will have oversight of this position. There is much work in Emergency Management.

Ms. Patterson asked if other towns have this as a part-time position? Chief Mahoney stated they do, but they do not have a Nuclear Power Facility. Ms. Sauchuk stated this individual would oversee the Dispatch Center.

Ms. Patterson felt dispatch is a good part of this position, and as a citizen we want it. Mr. Murphy added technology is continuing to change.

Mr. Murphy asked if an Associate’s Degree is enough? Chief Mahoney stated he is more interested in someone with experience.

MOTION (4): Mr. Murphy made a motion to approve the Emergency Management and Communications Supervisor Job Description, as presented. Seconded by Mr. Negri. (5-0) Unanimous.

5. 2020 Personnel Review Board Meeting Dates.
Board members reviewed the Personnel Review Board’s 2020 meeting dates.

MOTION (5): Mr. Maidelis made a motion to approve the Personnel Board’s 2020 meeting dates as presented. Seconded by Mr. Murphy. (5-0) Unanimous.

MOTION (6): Mr. Murphy made a motion to adjourn the August 15, 2019 Personnel Review Board Meeting at 6:50 p.m. Seconded by Mr. Maidelis (5-0) Unanimous.

Respectfully submitted,

Frances Ghersi, Recording Secretary