Personnel Review Board
Regular Meeting Minutes
August 15, 2019

Present: Rik Wells
Edward Murphy
Talivaldis Maidelis
Steve Negri

Absent: Cathy Patterson

Also Present: Joyce Sauchuk, Human Resources Director

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

Chairman Wells asked for additions, deletions or corrections to the Personnel Review Board June 26, 2019 Special Meeting Minutes.

The following correction was noted: On page 2 the first sentence of the second paragraph to be revised as follows: "Ms. Sauchuk reported since 2011 the Board of Education Human Resources and the Town Human Resources departments merged."

(2-0-2) Motion Carried.

2. Job Description – Director of Public Works. Board members reviewed Memo dated August 12, 2019 from Ms. Sauchuk attaching the updated job description for the position of Director of Public Works.

Ms. Sauchuk informed the Board the ordinance no longer requires the Director of Public Works to be a Professional Engineer. The job description was updated to reflect that change.

Ms. Sauchuk informed the Board that there were two applicants and neither had a Professional Engineer license. The position was audited. The Town Attorney sent a letter stating that a Professional Engineer license is not required.

It was felt that the job description should note that a Professional Engineer license is preferred but not required. Mr. Maidelis asked if there are any professional engineers in the Public Works Department. Ms. Sauchuk replied there are no professional engineers in the Public Works Department. She stated the Town would have to hire out a Professional Engineer, if needed. Mr. Maidelis felt contracting out is expensive. The Public Works Director needs to supervise many individuals. Mr. Maidelis felt there should be an engineer on staff. Ms. Sauchuk stated Tali Soto who is employed by the Utility Commission is an engineer. Mr. Wells agreed the department should have an engineer. This position requires civil engineering.

Mr. Maidelis felt the Town is fortunate we presently have a low volume of building. Mr. Negri stated there are no major projects done in house. Mr. Maidelis stated 75% of the work is in
road construction. Mr. Wells felt the expertise should be in civil engineering. Ms. Sauchuk informed the Board the Assistant Director is filling in but is not interested in the Public Works Director position.

Mr. Wells felt there is a gap in terms of a qualified engineer in the Public Works Department. He felt the Public Works Director should be detailing specifications on road projects.

It was noted in the job description that the Public Works Director assumes the duties of Tree Warden within one year of employment. Ms. Sauchuk referred to Connecticut State Statues that required that the Public Works Director assumes this duty.

The Board felt the second sentence of item E, MINIMUM QUALIFICATIONS should be rewritten as follows: “General knowledge of federal statutes and thorough knowledge of Connecticut State Statues and applicable regulations. The ability to interpret and apply fairly while making certain the Town is in full conformance.”

Mr. Maidelis felt that the Public Works Director should participate in professional organizations to keep abreast of new ideas.

MOTION (2): Mr. Murphy made a motion to approve the Job Description of the Public Works Director, as amended. Seconded by Mr. Negri. In Favor: Wells, Negri and Murphy. In Opposition: Mr. Maidelis. (3-1) Motion carried.

3. Part Time/Seasonal Wage Schedule. Board members reviewed letter dated August 12, 2019 from Joyce Sauchuk, Director of Human Resources, attaching the Part Time/Seasonal Wage Schedule, effective October 1, 2019 and September 1, 2020 to coincide with the Connecticut Minimum Wage increases. If approved the schedule will be forwarded to the RTM for consideration at its Special Meeting in September.

The Board reviewed a Research Brief on the State Minimum Wage Increase from Connecticut Conference of Municipalities, dated August 2, 2019. Ms. Sauchuk stated she met with Kerry Sullivan of the Recreation and Parks Department. She was helpful in bringing this information to everyone involved. Ms. Sauchuk informed the Board the first increase of $11.00 needs to be implemented by October 1, 2019. The second increase on September 1, 2020 is for $12.00. The Board reviewed the current wage schedule for seasonal/occasional employees and a draft of the seasonal/occasional wage schedules effective October 1, 2019.

The Swim Instructor, Fire Watch and independent contractors’ positions were removed from the Seasonal/Occasional Wage Schedule effective May 1, 2017, per the department’s request. These positions have been upgraded for next year. The Fire Watch position is no longer needed.

MOTION (3): Mr. Negri made a motion to approve the Seasonal/Wage Schedules, effective October 1, 2019. Seconded by Mr. Maidelis. (4-0) Unanimous.
MOTION (4): Mr. Maidelis made a motion to adjourn the August 15, 2019 Personnel Review Board Meeting at 6:50 p.m. Seconded by Mr. Murphy. (4-0) Unanimous.

Respectfully submitted,

Frances Ghersi, Recording Secretary