

PERSONNEL BOARD MEETING MINUTES
TUESDAY, MARCH 7, 2017
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR

CALL TO ORDER

The meeting was called to order at 7:25 p.m. In attendance: Joseph A. Emerson, Jr., Chair; Robert M. Shea, Vice-Chair; Douglas K. Hyde; and Rachel A. Lipton. Staff members present: Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- Todd Korchin, Director of Public Works, James Connors, Sewer Commission Member, and Michael Jaillet, Town Administrator, attended the meeting to support a request to approve a modified job description for the Deputy Director of Public Works. Mr. Korchin gave a short presentation of historical changes in the DPW, current operations within the department, and what he envisions for the near future.

The revised job description in question comes as a result of the vacancy left by the Deputy Director of Public Works/Sewer Operations, who resigned six months previously. Since then, three individuals have taken on some of the vacated responsibilities. The revised job description redefines the role of Deputy Director of Public Works/Sewer Operations by removing sewer responsibilities and adding essential functions related to highway, cemetery, and fields and grounds. Mr. Korchin suggested the revised job description be titled "Assistant Director of Public Works/Operations Manager".

Board Members acknowledged the overall plan for DPW, and offered the reminder that job descriptions should be written to address the needs within a department. They are not to be written for a particular individual, whose specific skill set is written into the job description and may not be relevant when the time comes to refill the position.

ACTION ITEMS

- Minutes were reviewed from the January 10, 2017, meeting.
 - R. Shea moved to approve the minutes as written; R. Lipton seconded. All voted "In Favor".
- Seven FY18 Compensation Plans were presented for approval. The Administrative, Technical and Professional (ATP), Library ATP and SEIU Compensation Plans reflect a 2% COLA increase for FY18. The Department of Public Works, Fire Department, Police Department and Traffic Supervisors (within the PTSO Schedule) Compensation Plans show no increase for FY18 because their collective bargaining agreements have not yet been settled.

- R. Lipton moved to approve the FY18 Administrative, Technical and Professional (ATP) Compensation Plan; R. Shea seconded the motion. All voted "In Favor". *****(See further motion below.)*****
 - R. Shea moved to approve the FY18 Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted "In Favor". *****(See further (2) motions below.)*****
 - D. Hyde moved to approve the FY18 SEIU Compensation Plan; R. Lipton seconded the motion. All voted "In Favor".
 - R. Lipton moved to approve the FY18 Department of Public Works Compensation Plan; R. Shea seconded the motion. All voted "In Favor".
 - R. Shea moved to approve the FY18 Fire Department Compensation Plan; D. Hyde seconded the motion. All voted "In Favor".
 - D. Hyde moved to approve the FY18 Police Department Compensation Plan; R. Shea seconded the motion. All voted "In Favor".
 - R. Lipton moved to approve the FY18 Part-Time, Seasonal and Other (PTSO) Compensation Plan; D. Hyde seconded the motion. All voted "In Favor".
- The Board discussed the revised job description for Deputy Director of Public Works/Sewer Operations taking into account the comments presented earlier in the meeting by the Director of Public Works, the Town Administrator and a Sewer Commission Member.
 - R. Lipton moved to approve the revised Deputy Director of Public Works/Sewer Operations job description with the new title of Assistant Director of Public Works/Operations Manager, and to keep the position at Grade 14 on the ATP Compensation Plan; D. Hyde seconded the motion. All voted "In Favor".
 - **R. Shea moved to reconsider approval of the FY18 ATP Compensation Plan to remove Operations Manager, DPW, from Grade 13 and revise the title of Deputy Director of Public Works in Grade 14 to Assistant Director of Public Works/Operations Manager; D. Hyde seconded the motion. All voted "In Favor".**
- A slightly modified job description for Town Planner was brought to the Board for approval. The revisions addressed updates in the reporting titles and technology used in the Department of Community and Economic Development since 2001, which was the most recently approved job description. Although one of the suggested revisions was to eliminate the word "Town" in the title, the Board agreed that the title should remain as is.

- R. Lipton moved to approve the revised Town Planner job description to include the edits suggested, with the exception of leaving the title as Town Planner, and that the position remain at Grade 12 on the ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
- Final draft copies of 15 revised Library job descriptions were reviewed by the Board. Clarification was needed on the Part-Time Reference Librarian job description as to whether this position is the same as a Substitute Librarian. Tricia Perry, Library Director, was contacted and confirmed that they are two separate positions. The following actions were taken on the revised job descriptions:
 - D. Hyde motioned to approve the revised job description for Reference and Young Adult Librarian and that it remain at Grade L-8 on the Library-ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.
 - R. Shea motioned to approve the revised job description for Part-Time Reference Librarian and that it be placed at Grade L-8 on the Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.
 - **R. Shea moved to reconsider approval of the FY18 L-ATP Compensation Plan to include Part-Time Reference Librarian at Grade L-8; R. Lipton seconded the motion. All voted “In Favor”.**
 - R. Lipton motioned to approve the revised job description for Children’s Librarian and that it remain at Grade L-8 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
 - D. Hyde motioned to approve the revised job description for Head of Adult Services and that it remain at Grade L-10 on the Library-ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.
 - R. Shea motioned to approve the revised job description for Head of Children’s Services and that it remain at Grade L-10 on the Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.
 - R. Lipton motioned to approve the revised job description for Head of Circulation Services and that it remain at Grade L-10 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
 - D. Hyde motioned to approve the revised job description for Head of Technology Services and that it remain at Grade L-10 on the Library-ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.
 - R. Shea motioned to approve the revised job description for Library Assistant-Children’s Department with a title change to read “Library Assistant-Children’s Services” and that it remain at Grade L-5 on the Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.

- R. Lipton motioned to approve the revised job description for Library Assistant-Circulation Department with a title change to read “Library Assistant-Circulation Services” and that it remain at Grade L-5 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
- D. Hyde motioned to approve the revised job description for Library Assistant-Islington Branch and that it remain at Grade L-5 on the Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.
- R. Shea motioned to approve the revised job description for Library Custodian and that it remain at Grade L-4 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
- R. Lipton motioned to approve the revised job description for Reference Librarian and that it remain at Grade L-8 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.
- D. Hyde motioned to approve the revised job description for Senior Library Custodian and that it remain at Grade L-7 on the Library-ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.
- R. Shea motioned to approve the revised job description for Technical Services Assistant and that it remain at Grade L-5 on the Library-ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.
- R. Lipton motioned to approve the new job description for Head of Youth Services and to place the position at Grade L-10 on the Library-ATP Compensation Plan; D. Hyde seconded the motion. All voted “In Favor”.

Upon completing approvals of the Library job descriptions, the Board made one further motion:

- **R. Lipton moved to reconsider approval of the FY18 L-ATP Compensation Plan to remove the Branch Librarian position from Grade L-8; R. Shea seconded the motion. All voted “In Favor”.**

DISCUSSION ITEMS

- The Recreation Director requested that each of the job descriptions for full-time employees in the department carry a specific set of mandatory “Special Requirements”. Her memo asked what the process would be to make the changes. The Board confirmed that any changes to a job description warrant review and approval by the Personnel Board.

NEXT MEETING:

- April 25, 2017 at 7:35 p.m. (rescheduled to May 31, 2017)

ADJOURNMENT

- The meeting adjourned at 9:20 p.m.