

Personnel Board Meeting Minutes

April 5, 2010

Present: Tony Butterfield, Patrick Brock, Jacquelyn Smith-Crooks, Patricia Holland, Larry Schaffer, Town Manager, Kay Zlogar, and Eunice Torres

Absent: Flo Stern, Chair

Guest: Guilford Morning, Superintendent DPW

The Minutes of the last meeting were accepted.

Mr. Morning presented two job descriptions to be approved for changes by the Personnel Board.

There was a discussion regarding the re-tooling of the Engineering Technician I job description. Mr. Morning would send an acceptable Position Description having removed all environmental language and downgrading the position from Level H to G. There was a motion to approve the Engineering Technician I job description at Level G. The motion was accepted and motion approved.

A discussion occurred regarding the job description for the Assistant Superintendent/Operation. The position is funded through the general funds: water and wastewater funds. The position would be downgraded and some of the language would be removed. There was a motion to approve the position at level N from level O. There was a second to the motion and the motion to approve was unanimous.

It was reported that the non-union employees were dissatisfied with no COLA increase, whereas DPW and SEIU received a 3.5% COLA.

There was a short discussion of the Retirement and Pension System.

At an upcoming meeting the Board will discuss the Steps of the Salary Scale.

Next meeting date: May 11, 2010, 9:00 a.m.

Respectfully Submitted by,

Eunice Torres