



## **Personnel Board Meeting Minutes for September 21, 2017**

Meeting Opened: 12:33 pm

Members Present: Bill McConnell, Barbara Fortes, Jack Rollins

Others Present: Jay Grande Town Administrator/Personnel Director, Pam Bennett  
Administrative Secretary, Jon Snyder/Town Treasurer

Bill McConnell Chaired the meeting.

1. Approval of August 17 and 31<sup>st</sup> meeting minutes. Accepted by B. Fortes and seconded by J. Rollins

2. Jay Grande explained that he was still in the process of getting job descriptions finalized for the Waste water, LDO, Highway, Director, Facility Manager and General foreman since many are collective bargaining. He is waiting to hear from the current DPW Director as to who is working what jobs.

A problem area is who is working where since Facilities Manager and Director both oversee certain aspects of Landscaping and there is only one landscaper and general foreman. Another issue is that the Facilities manager needs a staff he can count on since there are many buildings and grounds to manage. Part of the current agreement is the Facilities Manager will be in charge of all Buildings and surrounding grounds, parking areas, Own Park, Piers, and public restrooms. The Director is in charge of everything else including athletic fields.

Trying to get the general foreman more involved in day to day decisions where he previously was not involved. We are trying to come to some understanding/compromise since when an emergency arises all hands need to be on deck no matter what their normal job description might be.

B.Fortes asked if both the DPW Director and Facilities Manager have been working together from the beginning. Jay Grande said yes but he wants clearly defined areas to avoid any future issues that could arise.

Discussed getting outside consultants in for the big picture and the day to day figured out so as to best utilize our people and discussed coming up with a payment plan for roads/sidewalks and storm water. The Town Administrator originally left funds for Facilities under the DPW last

year with the intent to revisit to see if funding should be separated. At the moment the manager has access but not ultimate control.

J. Rollins expressed concern if the Job descriptions actually depict what is really happening in the field.

J. Snyder thought from a financial standard it was good to see how it panned out over the year since Facility Manager was a new position. He asked if once employees are assigned to Building maintenance are they solely Building maintenance? If shared then the Facility Manager should stay under the DPW Director.

There was concern that if Parks and Recreation stays with the DPW it might get lost under the core areas of the DPW which includes roads, highways and LDO.

J. Rollins thought everything should stay under the DPW.

Discussed having the Facilities Manager sub contract work out for grounds around the buildings, then the Landscaper and foreman could stay with the DPW for Parks and Recreation since they also work to plow the road in winter.

J. Grande said the Town is working to create a public portal for citizens to submit any issues of concern.

Job descriptions were not ready to approve. J. Rollins asked that this issue be revisited at a later agenda and B. Fortes seconded the motion.

3. In the Personnel Packet given to the board was existing, new and modified policies to review. J. Grande explained that the Town was going to look at these policies and compare with notes from employee's and the panel that was meeting last year and adjust accordingly for proposal.

We would look for the board's approval of vetted policies that are ready for adoption and ask the board to call a public meeting and to help review and make recommendations on policies that need adjusting. The Board agreed with the steps set forth by the Personnel Director.

Motion to adjourn made by J. Rollins and B. Fortes seconded the motion. The Vote was 3 in favor, 0 opposed.

Meeting Adjourned 1:48 pm.