

Minutes of Meeting
July 12, 2006

Board members present: Vice-Chairman Robert Titus, James Parker, Jr., Lynn Watts, and Christine Gundling. Also attending: Alan Gordon, Police Chief, John Walden, DPW Manager and Carl Balduff, Town Engineer.

7:00 p.m.: The Vice-Chairman welcomed everyone to the meeting, and there was no business to be discussed during Open Forum.

7:05 p.m.: Alan Gordon, Police Chief, appeared before the Board to discuss the pay grade for two promotions within the Police Department.

Patrolman Rossi will be promoted to Sergeant on 7/21/06, replacing Todd Minardi, who will be promoted to Lieutenant that day. Rossi is presently at P-4 MAX (\$957.24). With the promotion, he moves to the Police Superior Officers rate schedule. Chief Gordon requested that the Board consider P-5 MAX (\$1,103.84). Chief Gordon stated that this amount is the same that was budgeted for the position.

MOTION: Ms. Watts moved to approve Sergeant Rossi at P-5 MAX (\$1,103.84). Mr. Parker seconded and was so voted by a unanimous vote.

Chief Gordon requested that the Board consider S-21 MAX (\$1,393) for Sergeant Minardi, who is replacing Lieutenant Paul Donnelly upon his retirement. Minardi is now at P-5 MAX. Chief Gordon stated that while this is an increase for Minardi, this will save the Town over \$15,000 since it is less than Donnelly made prior to retirement.

MOTION: Ms. Watts moved to approve Lieutenant Minardi at S-21 MAX (\$1,393). Mr. Parker seconded and was so voted by a unanimous vote.

7:12 p.m.: John Walden, DPW Manager, and Carl Balduff, Town Engineer, appeared before the Board to discuss the pay grade for the candidate they would like to hire for the Junior Engineer position. Mr. Walden began by stating that this is their second round of advertising and interviewing for the Junior Engineer position, as the first round did not produce good results. Mr. Walden noted the second round involved more advertising and yielded a better candidate pool, and they recently interviewed 5 candidates. Mr. Balduff added that they have identified their top candidate, and he reviewed this resume with the Board. Mr. Balduff stated that this candidate fits the description well and is a degreed four-year civil engineer who has completed her engineer-in-training. He also mentioned that she has excellent CAD and design skills, and is very enthusiastic about this position.

Mr. Balduff and Mr. Walden would like to hire this candidate. However, they noted that the candidate has another offer pending at a higher amount. Therefore, they asked the Board to consider hiring the candidate at S-15, Step 4 (\$902/week). They noted that the Junior Engineer who was previously in this position was also at this level, and it does fit in their budget.

A discussion ensued about the proper grade for this position (S-15 or S-16). Mr. Balduff said this was just brought to his attention today and he was unsure exactly which level is appropriate for the job. There are currently two job descriptions, and the Board did not have these present at the meeting. The Board requested a copy of both job descriptions before they could determine which job level is appropriate.

In the meantime, it was noted that the weekly salary is the same for S-15 Step 4 and S-16 Step 3 (\$902/week), so that the Board could consider either level and the dollar amount would remain the same, so a job offer could be extended pending reference checks.

MOTION: Mr. Parker moved to approve either S-15 Step 4 or S-16 Step 3 (\$902/week), depending on the qualifications indicated in the job description. Ms. Gundling seconded and was so voted by a unanimous vote.

The Personnel Board approved the following:

New Hires:

Pamela Dunkle, Fin Comm Admin Asst.	H-10, Step 1
Mahalakshmi Krishnasami, Library Page	M-2, Step 1
Emily Underwood, Library Page	M-2, Step 1

Steps:

Carol Cibelli, Assistant Town Accountant	S-16, Step 6 to S-16, MAX
Sue Speckman, Exec. Sec./Historical Comm.	S-11, Step 5 to S-11, Step 6

Approval To Take:

Maryanne Bilodeau, 3 courses, Becker College	\$3,105
Ken Milligan, 2 courses, Anna Maria College	\$1,120

Approval To Pay:

Maryanne Bilodeau, 1 course, Becker College	\$576
Medworks (Jonathan Nadler Physical, Fire Dept.)	\$215

Nage Evaluations/Steps:

Wendy Mickel, Asst. Town Clerk	N-16, Step 6 to N-16, Step 7
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Minutes:

June 14, 2006 (Regular)

The Board adjourned at 7:46 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

Kathy Wilfert, Chairman