



MINUTES OF THE CITY OF NEW LONDON  
PERSONNEL BOARD MEETING  
HELD January 12, 2010

The meeting was called to order by Chairperson Bertha Willoughby at 4:30 p.m. with herself, new member Don Macrino and member Shirley Gillis in attendance, as well as Personnel Coordinator Welch. Board member Robert McCredie was unable to attend. Special Assistant to the City Manager Keith Chapman and City Manager Martin Berliner were also in attendance for most of the meeting.

The minutes of the Personnel Board Meeting held December 14, 2009 were reviewed. It was noted that the motion regarding the reclassification of the Payroll Technician should have instead been the reclassification of the person, Mary Carroll.

A motion was made by Ms. Gillis, seconded by Ms. Willoughby that the minutes of the Personnel Board meeting of December 14, 2009 be approved with the necessary correction (name). Vote on the motion: Unanimous.

Citizen Participation: There was no public comment at the meeting.

Communications:

New Job Openings:

The positions and grade level of the two Public Works positions, *Master Mechanic and Solid Waste Crew Leader* were discussed.

Mr. Chapman spoke to the grade level of these job descriptions, noting that they were critical functions and key operations for the City. He explained that these positions will establish a work level between management (MEU) and the worker (1378), as both positions are part management and part rank and file. Each employee will work with their crew while performing some management functions as well.

A discussion ensued regarding whether or not the Board was able to legitimately approve these positions at a higher grade level than what presently exists in the contract.

A motion was made by Mr. Macrino, seconded by Ms. Gillis to accept the positions of Master Mechanic and Solid Waste Crew Leader as Public Works Grade 17's for Fiscal Year 2009-10 and to accept the concept of a Public Works Grade 18 for these positions that will be authorized by the Personnel Board when the grade level is negotiated with the Union. Vote on the motion: Unanimous.

A motion was made by Ms. Gillis, seconded by Mr. Macrino to change the Special Qualifications in the Master Mechanic job description from a Class A CDL license to a Class B CDL license. Vote on the motion: Unanimous

*Deputy Police Chief:* The examination was completed for this position with one internal candidate passing; appointment was made on January 8, 2010.

Previous Job Openings:

Ms. Welch reported that all positions had been filled at this time.

Action Agenda

a) Approval of Job Descriptions:

a) Master Mechanic, Solid Waste/Fleet Manager, and Solid Waste Crew Leader positions:

Since the Master Mechanic and Solid Waste Crew Leader had already been approved, the Board addressed the Solid Waste/Fleet Manager. Mr. Chapman explained that the Solid Waste/Fleet Manager position would oversee both the Fleet Division and the Solid Waste Division and that this was a reclassification for the employee presently serving as the Manager of Solid Waste and Recycling. The Grade Level recommended for this position does exist in the MEU contract and represented no problem for the Board.

A motion was made by Ms. Gillis, seconded by Mr. Macrino to reclassify William Watkins to the position of Solid Waste/Fleet Manager at an MEU Grade Level 16. Vote on the motion: Unanimous

After a short discussion, a motion was made by Mr. Macrino, seconded by Ms. Gillis, that the Appointment/Promotion Plan for the position of Solid Waste/Fleet Manager and the other MEU professional positions listed should not include a reference check at the promotional level. Vote on the motion: Unanimous

b) Approval of Personnel Rule #1 and 2 and discussion of Personnel Rule #3.

It was noted that Personnel Rule 1 and 2 were previously approved with changes; the new copy contained those changes.

In order for the Board to properly review Rule 3, both former rules 4 and 5 must be sent to Board members. Ms. Welch noted that former Rule 3 held provisions for promotions, where former rules 4 and 5 held the provisions in the new rule 3, for initial appointments. Copies of both former rules will be mailed so that this Rule can be appropriately reviewed for the February meeting.

Meeting Schedule:

The Board noted an error on the posting: The next meeting of the Personnel Board will be Tuesday, February 9<sup>th</sup>, 2010; all Board meetings are scheduled for the 2<sup>nd</sup> Tuesday of each month at 4:30 p.m. Inasmuch as possible, all meetings will be held in the Council Ante Room of the City Hall.

Adjournment:

There being no further business to come before the Board, a motion was made by Mr. Macrino, seconded by Mrs. Gillis, to adjourn the meeting at 5:25 p.m. Vote on the motion: Unanimous

Respectfully submitted,

Bernadette M. Welch  
Personnel Coordinator

