



MINUTES OF THE CITY OF NEW LONDON
PERSONNEL BOARD MEETING
HELD December 14, 2009

The meeting was called to order by Chairperson Willoughby at 4:32 p.m. with herself and members Gillis, and McCredie in attendance, as well as Personnel Coordinator Welch. Finance Director Lathrop, Public Utilities Administrator Lanzafame and Secretary Marianna McGuirk and a reporter from the New London Day were also in attendance for a portion of the meeting.

The minutes of the Personnel Board Meeting held November 30, 2009 were reviewed. A motion was made by Ms. Gillis, seconded by Mr. McCredie that the minutes of the Personnel Board meeting of October 13, 2009 be approved with the necessary correction (date). Vote on the motion: Unanimous.

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

Communications:

New Job Openings: Deputy Police Chief: It was recommended that, if the Deputy Police Chief position is approved by the City Council, the Chief should make a request to the City Manager to extend the Police Captain's Eligibility List. This standard procedure has been utilized many times over the years, in order to allow Department Heads to select from the employees remaining on an Eligibility List when there is a current vacancy and the list is about to expire.

Action Agenda

a) Approval of Job Descriptions:

Payroll System Administrator: Mr. Lathrop provide the Board with written documentation of his request and was present to respond to any questions.

A motion was made by Mrs. Gillis, seconded by Mr. McCredie, to accept the reclassification of one Payroll Technician to the position of Payroll System Administrator at a Public Works Grade Level 17. Vote on the motion: Unanimous.

Deputy Police Chief: The Board agreed that the job description should be revised as follows: Paragraph one should begin with "Assists with planning," etc. rather than "Plans, develops," etc. The remainder of the job description and the Appointment/Promotion Plan are fine and the grade level was approved in November.

A motion was made by Mr. McCredie, seconded by Mrs. Gillis, to approve the revised job description of Deputy Police Chief, as corrected. Vote on the motion: Unanimous.

Assistant to the Public Utilities Administrator: Explaining his written request, Mr. Lanzafame responded to questions by the Board regarding the expanded work of this position.

A motion was made by Mrs. Gillis, seconded by Mr. McCredie, to approve the reclassification of this position from Secretary to Assistant to the Public Utilities Administrator, at a Public Works Grade Level 14.

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

It was explained to the Board that the Interim Director of Public Works was away due to a family emergency, so he had not had time to make the changes requested during the recent meeting.

The Board requested that the Director attend the next meeting to discuss the jobs and explain his request for the reclassification and the new positions.

c) Review of Personnel Rules # 3, 4, and 5.

It was decided that it would be best to plan to review just Rule 3 at the January Board meeting. Additionally, the Personnel Coordinator will provide the Board with the updates of Rules 1 and 2.

d) Review and approval of meeting schedule for calendar year 2010:

It was noted that Mr. Macrino will be returning to the Board in January and that he is also available on Tuesdays.

A motion was made by Mrs. Gillis, seconded by Mr. McCredie, to establish the 2nd Tuesday of each month at 4:30 for the Personnel Board meetings in 2010, with the next meeting being on January 12, 2010. Vote on the motion: Unanimous

There being no further business to come before the Board, a motion was made by Mr. McCredie, seconded by Mrs. Gillis, to adjourn the meeting at 5:38 p.m.

Respectfully submitted,

Bernadette M. Welch
Personnel Coordinator

