

MINUTES OF MEETING
August 11, 2020, 2:00 p.m.
Remote Participation Meeting via Zoom

Members present: Betty-Jane Burkhardt, Chair, Thomas Nickinello, Sharon Ladley, and Robert Ciavarra

Absent: Alice Bowen

Others present: Sarah O'Reilly, Director of HR, Mark Grylls, Director of Inspectional Services

The meeting was called to order by Chairman Burkhardt at approximately 2:10 p.m.

Roll call was taken and Mr. Robert Ciavarra was introduced as the new member of the Personnel Board as the representative of the Finance Committee. Sarah will set up a time to review the Position Rating Manual and rating process as well as the Personnel Board charge.

The minutes of the July 9, 2020 meeting were reviewed and a roll call vote was taken with Mr. Ciavarra abstaining due to not having been present at the July meeting and all other present members approving the minutes as written.

Plumbing and Gas Inspector

Mr. Mark Grylls, Director of Inspectional Services spoke about the Plumbing and Gas Inspector Job Description including a review of the training and education required to become a Plumbing and Gas Inspector.

Following discussion, Mr. Nickinello made a motion, seconded by Ms. Ladley, and it was voted to approve the position of Plumbing and Gas Inspector as amended, at a Grade 11, with the following ratings:

Plumbing and Gas Inspector									
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points	
1	3	40	7	4	75	13	XXXX	XXXXXX	
2	4	60	8	2	15			XXXXXX	
3	3	50	9	2	15	14A.			
4	4	40	10	2	15	14B.			
5	3	20	11	2	15	14C.			
6	3	60	12	0	0	TOTAL		405	
							GRADE	11	

Electrical Inspector

Mr. Mark Grylls, Director of Inspectional Services spoke about the Electrical Inspector Job Description including a review of the training and education required to become an Electrical Inspector.

Following discussion, Mr. Nickinello made a motion, seconded by Ms. Ladley, and it was voted to approve the position of Electrical Inspector as amended, at a Grade 11, with the following ratings:

Electrical Inspector								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	3	40	7	4	75	13	XXXX	XXXXXX
2	4	60	8	2	15			XXXXXX
3	3	50	9	2	15	14A.		
4	4	40	10	2	15	14B.		
5	3	20	11	2	15	14C.		
6	3	60	12	0	0	TOTAL		405
							GRADE	11

Building Inspector

Mr. Mark Grylls, Director of Inspectional Services spoke about the Building Inspector Job Description including a review of the training and education required to become a Building Inspector.

Following discussion, Mr. Nickinello made a motion, seconded by Ms. Ladley, and it was voted to approve the position of Electrical Inspector as amended, at a Grade 12, with the following ratings:

Building Inspector								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	3	40	7	4	75	13	XXXX	XXXXXX
2	4	60	8	2	15			XXXXXX
3	4	75	9	2	15	14A.		
4	4	40	10	2	15	14B.		
5	3	20	11	2	15	14C.		
6	3	60	12	1	5	TOTAL		435
							GRADE	12

Miscellaneous Compensation Schedule:

Sarah presented a proposed miscellaneous compensation schedule for review. There was some discussion regarding the proposed changes, however the time was running close to the end of the meeting. The decision was made to specifically review the Public Works, Cross-Department, and Inspectional Services due to concerns regarding retention in these areas. Following discussion, a motion was made by Mr. Nickinello and seconded by Mr. Ciavarra and it was voted to approve amendments to the miscellaneous compensation schedule as proposed below.

MISCELLANEOUS COMPENSATION SCHEDULE

Last Update - February 21, 2019 (Proposed 8.11.2020)

**Min Wage
12.75**

Min Wage 13.50

JOB CLASS	DEPARTMENT	DIVISION	POSITION	2020 RATE *		2020/2021 Proposed
0289	Cross-Departmental	Multiple	Interns(4/15)	\$11.00 - \$12.00	per hour	13.50-20.00
new	Cross-Departmental	Multiple	Project Coordinator	xxxx	Per hour	\$18.00-\$28.00
0165	Cross-Departmental	Multiple	Laborer, Seasonal (11/15)	\$12.00 - \$15.00	per hour	13.50-16.50
0166	Cross-Departmental	Multiple	Laborer, Supervisor (11/15)	\$15.50 - 18.50	per hour	17.00-20.00
0187	Cross-Departmental	Multiple	Operations Assistant/Registration Clerk After 12/31/15 (4/15)	\$11.00 - \$13.00	per hour	13.50-14.50
0120	Cross-Departmental	Multiple	Temporary Clerk I (11/11)	\$11.00 - \$13.01	per hour	13.50-14.50
0121	Cross-Departmental	Multiple	Temporary Clerk II (11/11)	\$12.00 - \$15.00	per hour	14.50-16.00
0158	DPW	DPW Admin	Engineering Consultant (1/07)	\$25.00 - \$50.00	per hour	25.00-50.00
0278	DPW	Highway	Truck Driver (11/94)	\$11.00	per hour	13.50
0164	DPW	Parks & Cemetery	Booth Attendant (7/18)	\$12.00 - \$15.00	per hour	13.50-16.50
0205	DPW	Waste Management	Gate Attendant (rev 1/2019)	\$11.01- \$12.01	per hour	13.50 - 16.50
0157	Municipal Inspections	Building	Construction Inspector (1/07)	\$25.00 - \$50.00	per hour	30.00-55.00
0222	Municipal Inspections	Building	Deputy Building Commissioner (5/12)	\$40.00	per hour	45.00

0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspect. - Emergency 12am-8am (12/02)	\$18.00	three hour minimum	25.00
0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspect. - Emergency 8am-12am (12/02)	\$18.00	two hour minimum	25.00
0154	Municipal Inspections	Building	Deputy Gas, Wiring, & Plumbing Inspector (6/10)	\$22.00	per hour	30.00-32.50
0155	Municipal Inspections	Building	Temporary Building Inspector (5/02)	\$22.00	per hour	30.00-32.50
0156	Municipal Inspections	Health	Barn/Animal Inspector (1/06)	\$18.00	per inspection visit	20.00-25.00
0146	Municipal Technical Services	Information Technology	Camera Operator I (3/14)	\$11.00 - \$16.00	per hour	13.50-16.75

The next meeting was confirmed for Thursday, September 10, 2020 at 2:30pm.

The meeting was adjourned at approximately 3:35 p.m.

Respectfully submitted,

Sarah O'Reilly
 Director of Human Resources, Town of Yarmouth

SO

YARMOUTH TOWN CLERK

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