

MINUTES OF MEETING  
September 10, 2020, 2:30 p.m.  
Remote Participation Meeting via Zoom

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

Absent: N/A

Others present: Sarah O'Reilly, Director of HR, Ed Senteio, Director of Finance

The meeting was called to order by Chairman Burkhardt at approximately 2:35 p.m.

Roll call was taken and all members were present.

The minutes of the August 11, 2020 meeting were reviewed and revisions recommended. The amended minutes will be reviewed and voted on at the next meeting.

Water Tech II, III, IV, V

Mr. Jeff Colby, Director of Public Works and Laurie Ruzala, Water Superintendent spoke about the Water Tech Job Descriptions including a review of the training and education required as well as DEP requirements.

There was discussion and recommended changes to the job descriptions to better align with expectations and delineate between them. These positions will be reviewed and graded at the next meeting.

Assistant Town Clerk

Mr. Ed Senteio, Director of Finance spoke about the Assistant Town Clerk Job Description including the experience and expectations of the position.

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

Assistant Town Clerk									
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points	
1	4	60	7	3	50	13	XXXX	XXXXXX	
2	3	45	8	1	5			XXXXXX	
3	3	50	9	1	5	14A.	1	5	
4	4	40	10	1	5	14B.	1	5	
5	3	20	11	1	5	14C.	2	10	
6	3	60	12	3	15	<b>TOTAL</b>		<b>380</b>	
							<b>GRADE</b>	<b>11</b>	

Office Assistant

Ms. Sarah O'Reilly, Director of Human Resources discussed the Office Assistant position. This Job Descriptions applies to three different Departments within the Town of Yarmouth. Members of the SEIU union have requested that this position be reviewed and reclassified. It was determined that Sarah would meet with the three Department Heads to determine if there are recommended changes to the job description and further discussion will take place at the next meeting.

The next meeting was confirmed for Thursday, October 15, 2020 at 2:30pm.

The meeting was adjourned at approximately 4:15 p.m.

Respectfully submitted,

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

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YARMOUTH TOWN CLERK

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