

MINUTES OF MEETING
November 12, 2020, 2:30 p.m.
Remote Participation Meeting via Zoom

Members present: Betty-Jane Burkhardt, Chair, Sharon Ladley, Alice Bowen, Brian Gardiner

Absent: N/A

Others present: Sarah O'Reilly, Director of HR, Jeff Colby, Director of Public Works

The meeting was called to order by Chairman Burkhardt at approximately 2:36 p.m.

Roll call was taken.

Agenda items were taken out of order to better accommodate attendees.

Highway Working Foreman

Jeff Colby, Director of Public Works spoke about the Highway Working Foreman Job Description including the experience and expectations of the position. It was recommended that the word "working" come out of the title.

Following discussion, Ms. Ladley made a motion, seconded by Ms. Bowen. A roll call vote was taken and it was unanimously voted to approve the position of Highway Foreman as amended, at a Grade 11, with the following ratings:

Highway Foreman								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	3	40	7	2	25	13	XXXX	XXXXXX
2	4	60	8	3	30		3	XXXXXX
3	2	25	9	3	30	14A.	2	10
4	3	30	10	3	30	14B.	1	5
5	3	20	11	3	30	14C.	3	15
6	2	40	12	0	0	TOTAL		390
							GRADE	11

Director of Community Services

There was discussion regarding the Director of Community Services Job Description including the experience and expectations of the position.

Following discussion, Ms. Ladley made a motion, seconded by Ms. Bowen. A roll call vote was taken and it was unanimously voted to approve the position of Director of Community Services as amended, at a Grade 23, with the following ratings:

Director of Community Services								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	4	75	13	XXXX	XXXXXX
2	4	60	8	2	15		1	XXXXXX
3	4	75	9	1	5	14A.	4	35
4	6	80	10	2	15	14B.	2	25
5	5	50	11	1	5	14C.	2	20
6	4	80	12	3	15	TOTAL		615
							GRADE	23

Director of Recreation

There was discussion regarding the Director of Recreation Job Description including the experience and expectations of the position. It was pointed out by the chair, that the last time this position was graded, the responsibilities included Parks and Cemetery.

Following discussion, Ms. Ladley made a motion, seconded by Mr. Gardiner. A roll call vote was taken and it was unanimously voted to approve the position of Director of Recreation as amended, at a Grade 21, with the following ratings:

Director of Recreation								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	4	75	13	XXXX	XXXXXX
2	4	60	8	2	15		2	XXXXXX
3	3	50	9	2	15	14A.	3	20
4	5	60	10	1	5	14B.	2	15
5	4	40	11	1	5	14C.	2	15
6	3	60	12	3	15	TOTAL		510
							GRADE	21

The minutes for October 28, 2020 were reviewed. Ms. Bowen made a motion to accept the minutes as presented, seconded by Ms. Ladley. A roll call vote was taken and the minutes were unanimously approved as presented.

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

There was discussion regarding an additional member being appointed to the board. Sarah reported that those who expressed interest were being contacted and interviewed by the appointments chair.

A motion was made by Mr. Gardiner to adjourn, seconded by Ms. Bown and a roll call vote was taken to adjourn the meeting. The meeting was adjourned at approximately 3:25 p.m.

Respectfully submitted,

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

SO