

MINUTES OF MEETING  
February 13, 2023, 4:00 p.m.  
Yarmouth Town Hall

Members present: Sharon Ladley, Vice-Chair, Dianne McElroy, Richard Simon

Members absent: Dotty Guenther

Others present: Sarah O'Reilly, Director of Human Resources, Amanda Lima, Town Engineer; Laurie Ruzala, Water/Wastewater Superintendent; Roby Whitehouse, Assistant Director of Public Works

The meeting was called to order by Vice Chair Ladley at approximately 4:00 p.m. Roll call was taken. There was a moment of silence in recognition of the passing of our long time Chair Betty Jane Burkhardt. BJ will be missed tremendously.

Water Service Tech 2, 3, 4

The request for clarification of wording was presented by Laurie Ruzala, Water/Wastewater Superintendent. After some discussion, a motion was made by Ms. McElroy, seconded by Mr. Simon. A roll call vote was taken and the position edits were approved 3-0 with no change in grades.

Engineering Senior Project Manager:

Amanda Lima, Town Engineer presented a new job description of Engineering Senior Project Manager for review. After some discussion, a motion was made by Ms. McElroy to approve the job description with one minor change to clarify the responsibility of negotiating positions by adding "for contract terms." A roll call vote was taken and the position was approved 3-0 at a Grade 21 with the following ratings:

Engineering Senior Project Manager								
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.	1	10
4	4	40	10	1	5	14B.	1	10
5	4	40	11	2	15	14C.	1	10
6	3	60	12	2	10	<b>TOTAL</b>		<b>475</b>
							<b>GRADE</b>	<b>21</b>

Seasonal Parks Custodian Supervisor:

Roby Whitehouse, Assistant Director Public Works presented a request to add the seasonal parks custodian to the miscellaneous compensation schedule with a range of \$19-\$25/hour. After some discussion, a motion was made by Ms. McElroy, seconded by Mr. Simon. A roll call vote was taken and the request was approved 3-0.

The minutes of the December 12 meeting were presented; however, it was determined that these would be reviewed and voted at the next meeting since Ms. Guenther was not present and Mr. Simon and Ms. Ladley had not been at the December meeting.

The minutes of the January meeting were presented. A motion was made by Ms. McElroy, seconded by Mr. Simon. A roll call vote was taken and the January minutes were approved by a 3-0 vote.

Non-Union Sick Bank

Sarah presented a request to establish a non-union sick bank. This would give non-union employees the opportunity to opt in and donate a sick day each year. Non-union employees who experience a hardship and do not have accruals would then be able to request time from the bank. There was some discussion and a motion was made by Ms. McElroy, seconded by Mr. Simon to approve the non-union sick bank policy with the amendment addition another bullet point under eligibility to state "Have opted into the non-union sick bank." A roll call vote was taken and the policy was approved as amended 3-0.

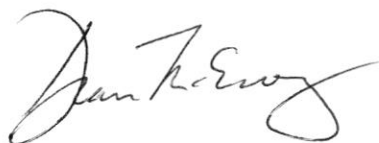
The March meeting is scheduled for March 20 at 4:00pm.

A motion was made by Ms. McElroy to adjourn, seconded by Mr. Simon, which was unanimously approved, and the meeting was adjourned at approximately 5:05 p.m.

Respectfully submitted,

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

SO

 4/11/23