

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE MEETING  
EXECUTIVE CONFERENCE ROOM

January 24, 2017– 4:30 PM

Committee Members present:        Councilor Martin P. Dumont, Sr., Chairman  
   Councilor Nancie Cameron  
   Councilor Edward Levasseur

Administration/staff present:       Bob Belmore, City Manager  
   Trish Harris, City Clerk  
   Kenneth S. Vincent, Councilor  
   Linda Corriveau, HR Manager  
   David Kretschmar, Police Chief

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Councilor Dumont called the meeting to order at 4:30 pm.

MINUTES OF PREVIOUS MEETING

Councilor Cameron, seconded by Councilor Levasseur, made a motion to approve the minutes of the previous meeting held on June 19, 2017. The motion passed unanimously, 3-0.

PERSONNEL UPDATES

City Manager Belmore updated the new committee members of the hiring process, and introduced Linda Corriveau, Human Resources Manager. He explained that Corriveau coordinates recruitment for the City of Somersworth. The Police and Fire Departments oversee their own recruiting.

There was discussion about current vacancies:

City Engineer – this position was contracted out several years ago, due to budget constraints. It was budgeted to bring it back in house and for various reasons, it has been difficult to fill this position. They are still recruiting. This position is funded through the general fund and through the water and sewer funds. For now the position is still contracted.

Finance Account Clerk – Corriveau confirmed that they have received approximately 90 resumes for this position, which primarily consists of accounts payable and payroll.

Part time Tax Collector Counter Clerk – a conditional offer to one candidate, pending background checks. City Manager Belmore explained the process of background checks and pre-employment physicals that are required of new hires.

Part time Seasonal Person in DPW – This has been a hard position to fill the second budgeted slot. A CDL was originally required, but they decided to drop that requirement. The Manager indicated he is increasing the pay rate for these part-time positions.

City Manager Belmore reported that the City has Contract with the school department, for Andy Lucier, Facilities Manager to assist with needs throughout various City buildings.

The City has a contracted Assessor, with Corcoran Associates, and has contracted their IT needs with Backbay. The City also has contracted City Attorneys.

Councilor Levasseur asked where open positions are advertised.

City Manager Belmore explained that open positions are listed in several places, including, Primex, Municipal Leagues in NH, ME, and MA, and local Newspapers as well as State associations as appropriate.

Levasseur asked about the use of Headhunters.

City Manager Belmore said they have been used in the past.

Councilor Dumont congratulated Chief Kretschmar on his efforts in that the Police Department has been at full staff for several months. It has been years since they have seen that.

### CITY PERSONNEL RULES & REGULATIONS PROPOSALS

City Manager Belmore proposed a meal allowance clause, similar to what the AFSCME union has giving non-union workers the same benefit; a meal allowance of up to \$10.00, during each 12 consecutive hours of work in an emergency. This would allow the highway foreman to have this same benefit particularly during snow events.

***Councilor Cameron, seconded by Councilor Levasseur, made a motion to endorse an Ordinance change for a meal allowance clause. Motion passed 3-0.***

City Manager Belmore presented the idea of designating a Department Head as Deputy City Manager. He reported that many other communities have something similar. Department Heads are currently at grade 31 on the pay grade scale; this would advance them 2 to 3 grades.

Councilor Levasseur asked about a review process, making sure of safeguards.

City Manager Belmore said he would designate a Department Head as Deputy City Manager based on experience, performance reviews, and decision making skills to name some criteria. It was discussed that the City Manager could appoint a Deputy, but if that person leaves the position, he could designate another Department head, or the position of Deputy City Manager could remain vacant.

***Councilor Cameron, seconded by Councilor Levasseur made a motion to sponsor an Ordinance change to amend Personnel Rules and Regulations to allow the City Manager to designate a Deputy City Manager with a 3 grade increase. Motion passed unanimously, 3-0.***

Police Chief Kretschmar made the recommendation of grade increases for positions of Police Captain and Police Lieutenant. With officers, particularly Sergeants, working overtime, they could essentially earn more than Captains and Lieutenants who do not get overtime.

He recommends that Captains, currently at Grade 28, move to a Grade 29, and the Lieutenants, currently a Grade 26, move to a Grade 28.

It was discussed as to where the funding for these increases would come from and how it would affect the overall budget. ***Consensus of the committee was to hold on a decision, pending a budget analysis.***

## MISCELLANEOUS

Mayor Hilliard stopped in to request that the committee discuss the creation and adoption of consent calendar, where the Council could dispose of several resolutions and/or ordinances at once. This would expedite the process of meetings on things that there will not be a debate on. This request will be put on an agenda at a later date.

Councilor Dumont asked if there had been any headway with the union negotiations with the Fire Department. City Manager Belmore said no.

## ADJOURNMENT

***Motion made by Councilor Cameron, seconded by Councilor Levasseur, to adjourn the meeting. Motion carried with a 3-0 vote and the meeting adjourned at 5:14 p.m.***

Respectfully submitted,

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Trish Harris, City Clerk