

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM

August 8, 2018– 4:30 PM

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

Administration/staff present: Bob Belmore, City Manager
Trish Harris, City Clerk

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

MINUTES OF PREVIOUS MEETING

Councilor Cameron, seconded by Councilor Witham, made a motion to approve the minutes of the previous meeting held on June 19, 2017. The motion passed unanimously, 4-0.

CITY MANAGER UPDATES

City Manager Belmore gave a brief update on staffing. He stated that it has been tough to fill the position of part time library page, so he authorized changing the position to a library adult assistant. This would allow for a person to more fully assist at the library, as a page merely does restacking of books while an assistant is trained to work in more library functions.

There are a couple Camera operator positions open and they are looking at students to fill these positions.

A new tax assistant was hired recently and she is fitting in well.

There was brief discussion about the recently filled positions of Library Director and Engineer and the staffing levels at the police department.

Councilor Witham noted that the police departure rate seems better, and credited Chief Kretschmar for this. Councilor Dumont stated that he has recently interacted with the some of the Police Officers; the entire staffing seems to have a positive attitude.

Belmore asked if the Committee would be willing to discuss possible changes to the Personnel Rules and Regulations for non-union staff; he mentioned addressing the sick leave policy. The City Manager will report back on it as agreed by the Government Operations Committee.

TELEVISION STANDING COMMITTEE MEETINGS

Councilor Witham stated that he has hesitations about televising the Standing Committee Meetings since we are already struggling to find camera operators. Also, the Standing Committee Meetings tend to be less formal, having a free-flowing level of discussion. Recognizing each individual to speak would be more cumbersome, especially during the

interaction with staff. Councilor Witham stated that he is not in support of this for a variety of reasons.

Councilor Cameron stated that the public presently has access to the information.

Councilor Levasseur stated that there would be a cost to outfit the conference room with cameras and microphones, and additional staffing would be needed for the cameras. In addition, we comply with the Right to Know Laws now. We are as transparent as we need to be.

Councilor Dumont also noted that reports of the Standing Committee Meetings are given at the Council meetings which are televised.

After discussion, consensus was that there is no need to proceed further with this proposal at this time.

MISCELLANEOUS

Councilor Levasseur asked about annual training of staff.

City Manager Belmore explained in length that staff attends regular training through Primex, on location and through online training regarding policies of sexual harassment, safety, conflict resolution, and Supervisor academy attendance.

There are also many policies that staff are required to conform to; Code of conduct, conflict of interest in the Charter, purchasing policy, use of internet, etc.

Department heads are encouraged and required to attend various trainings, especially the NH police and fire standards and training. The City encourages training; secretaries have attended the conflict resolution classes. City Clerks and Tax Collectors have a certification program and annual training conferences. Finance and HR attend conferences through NHMA and like affiliated organizations.

NON-PUBLIC SESSION

At 5:04pm, Councilor Witham, seconded by Councilor Cameron, made a motion to enter into Non-public session to discuss personnel issues. Motion passed unanimously, 4-0.

Discussion about the City Manager's contract took place with Manager Belmore including salary, benefits, and value to the City. City Manager will prepare a matrix of salary and benefits for discussion at the next Government Operations meeting September 12, 2018.

Motion to adjourn non-public session was made by Councilor Witham and seconded by Councilor Levasseur at 5:17 PM. Motion was unanimously approved, 4-0.

Minutes of the non-public session was submitted by Councilor Martin P. Dumont Sr.

ADJOURNMENT

Motion made by Councilor Witham, seconded by Councilor Cameron, to adjourn the meeting. Motion carried with a 4-0 vote and the meeting adjourned at 5:19 p.m.

Respectfully submitted,

Trish Harris, City Clerk