

# MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE

Executive Meeting Room

August 3, 2022 – 5:00 p.m.

Committee Members present:      Councilor Richard Michaud, Chairman  
   Councilor Matt Gerding, Vice-Chair  
   Councilor Don Austin  
   Councilor Nancie Cameron

Administration/Staff present:      City Manager Bob Belmore  
   Deputy City Manager Scott Smith  
   HR Manager Linda Corriveau

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Chairman Michaud called the meeting to order at 5:00 p.m.

## APPROVE PAST MEETING MINUTES OF JUNE 30, 2022

*Councilor Austin made a motion to approve the minutes of the June 3, 2022 meeting. The motion was seconded by Councilor Cameron and passed 4-0.*

## DISCUSS PROPOSED CHANGES TO CHAPTER 4, PERSONNEL RULES AND REGULATIONS.

Manager Belmore presented a memo detailing proposed changes to Chapter 4, Personnel Rules and Regulations, including recommendations made by the Committee at their prior meeting.

Manager Belmore presented an updated non-exempt pay-scale that incorporated a standard 4% increase between each step, and including two additional steps, 6 and 7. As discussed at the prior meeting, the increases between steps was inconsistent and the Committee felt it should be a consistent amount between each step.

The next item presented was Section 7.4.1 Sick Leave as a red-line version indicating the proposed changes to sick time for non-union members. The change would provide accrued sick time to all employees covered by Chapter 4 including exempt employees. Currently exempt employees are not eligible to accrue sick time. Included in this change is the recommendation by the Committee that exempt employees must work for a minimum of 5 consecutive years with the City to be eligible for any payout for unused sick time at termination. Manager Belmore noted the Committee has discussed that these changes would flow through to his contract. It was the consensus of the Committee that they agree with that.

Manager Belmore noted the incremental cost with roll-ups for the new steps is \$6,558 for Fiscal Year 23, and \$25,423 for Fiscal Year 24.

Manager Belmore noted at the prior Committee meeting we discussed the possibility of compensating employees for cross training. He noted after review, it didn't seem practicable to do that, since many of the jobs are the same pay grade, and it usually isn't for extended periods of time. In lieu of that, we have allowed some time off such as an early release, or as much as a full day off if it warrants it.

Councilor Austin said this makes sense, and the committee agreed.

***Councilor Cameron made a motion to sponsor an Ordinance to make the changes as presented to Chapter 4, Personnel Rules and Regulations, and further to support the changes made to the sick time provision of Chapter 4 be extended to the City Managers contract. This was seconded by Councilor Austin and passed 4-0.***

Manager Belmore stated we will continue to look at other changes we can recommend in order to improve recruitment and retention.

Councilor Gerding questioned that last meeting the Committee discussed looking at the classification of positions. Manager Belmore agreed and said staff may need approximately 3 months to review this and report back to the Committee.

Manager Belmore also informed the Committee that Police Chief McLin has expressed a concern that other Police Departments such as Dover and Rochester are offering cash incentives to attract and/or have their own staff recruit certified police officers from other departments. He is concerned about the impact that could have on our Police Department, and the profession in general.

#### UPDATES FROM THE CITY MANAGER

Manager Belmore handed out a list of open positions. We currently have an open Highway position we just made an offer of employment on.

Code Compliance Officer is still open.

We have a second interview for the part-time Children's Librarian.

A new Police Officer was sworn in and we have another one being sworn in next week. There are currently 3 openings at the Police Department.

The Fire Chief Secretary is moving to Public Works, so we will be looking to fill that position.

Councilor Austing inquired when we hire a new Police Officer what do they do before they go to the Academy? Manager Belmore responded they work with a Field Training Officer and start training before they go to the Academy.

ADJOURNMENT

*Councilor Cameron made a motion to adjourn. The motion was seconded by Councilor Austin and passed 4-0. The meeting adjourned at 5:30 p.m.*

Respectfully submitted,

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Scott Smith, Deputy City Manager