

# MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE

City Council Chambers  
October 31, 2023 – 5:00 p.m.

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

Administration/Staff present:      City Manager, Bob Belmore  
   City Clerk, Kristen LaPanne

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

## APPROVE THE PAST MEETING MINUTES OF JUNE 14, 2023

***Councilor Cameron made a motion to approve the minutes of the June 14, 2023 meeting. The motion was seconded by Councilor Gerding and passed 4-0.***

## PERSONNEL RULES & REGULATIONS, CITY ORDINANCE, CHAPTER 4

City Manager Belmore presented a memorandum that included amendments to Chapter 4, Personnel Rules & Regulation. The first amendment provides clarification that a Department Head shall approve overtime of their staff in advance, unless the overtime is required due to an emergency. Additionally, Manager Belmore asked that the Committee consider establishing a 60-hour cap regarding the maximum balance allowed pertaining to compensatory time which aligns with other union contracts.

Manager Belmore noted the suggested language pertaining to the Highway General Foreman who also works plowing the City. He asked that the Committee consider allowing this position to be granted a maximum balance equal to that of the AFSCME Council 93 Local #863 Union CBA.

Councilor Gerding asked for clarification on how compensatory time is earned. Manager Belmore stated that compensatory time is earned when an hourly employee works more than 8 hours in a day or more than 40 hours in a week. Councilor Gerding questioned if that time is approved by the Department Head currently. Manager Belmore confirmed that compensatory time is approved by the Department Head. He also provided clarification that hourly administrative staff who are required to attend after hours meetings, would generally adjust their schedule by starting their work day later.

***Councilor Austin made a motion to support an Ordinance change to Chapter 4, Personnel Rules and Regulations, Section 7.3 Overtime. The motion was seconded by Councilor Cameron and passed 4-0.***

Councilor Gerding inquired about the memorandum pertaining to the floating holiday language and placement within Chapter 4. Manager Belmore asked the Committee to consider moving the language to within the Holidays section of Chapter 4 Section 7.3, and he also suggested clarifying the language

regarding the use of the floating holiday being taken with the calendar year. The Committee agreed that this item was an administrative clarification and did not need to be part of an Ordinance change.

Manager Belmore asked the Committee to consider an amendment to Chapter 4 Section 6.4, Transfer Between Departments. He stated that this amendment is to provide clarification that employees who wish to transfer to another department and who may possess the appropriate qualifications, will be afforded the opportunity to apply and to be considered for that position. The Committee agreed with the new language. Councilor Gerding stated that it eliminates any confusion that the transfer is guaranteed, especially if more than one employee wishes to transfer to another department.

***Councilor Gerding made a motion to support an Ordinance change to Chapter 4, Personnel Rules and Regulations, Section 6.4 Transfer Between Departments. The motion was seconded by Councilor Cameron and passed 4-0.***

#### RECOVERY FRIENDLY WORKPLACE (RFW)

City Manager Belmore updated the Committee with the City's commitment to participate in the Recovery Friendly Workplace initiative program. He provided a copy of an email from Amy Doyle confirming that she has reached out to Governor Sununu's Office and is now waiting to receive the official certificate on behalf of the Governor's Office. Once the certificate is received, Ms. Doyle will be in touch to schedule a quick photo event with the City of Somersworth.

Manager Belmore also stated that the Administrative Regulation pertaining to the City joining the Recovery Friendly Workplace program that, which was approved by this Committee, was provided to each employee for their review and acknowledgement.

#### MISCELLANEOUS

City Manager Belmore provided the Committee with a staffing update that included a breakdown by each department within the City. He noted any vacancies and upcoming retirements. Councilor Austin inquired about the Deputy Fire Chief position. Manager Belmore stated that staff are in the process of finalizing the job description and then will be posting the open position.

#### ADJOURNMENT

***Councilor Cameron made a motion to adjourn. The motion was seconded by Councilor Austin and passed 4-0. The meeting adjourned at 5:21 p.m.***

Respectfully submitted,

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Kristen LaPanne, City Clerk