

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM

February 7, 2017 – 12:00 PM.

Committee Members present: Councilor Jennifer Soldati, Chair
 Councilor Martin P. Dumont Sr.
 Councilor Jessica Paradis

Administration/staff present: City Manager Bob Belmore
 Finance Director Scott Smith
 HR Manager Linda Corriveau
 Police Chief David Kretschmar
 Dir. of P & CD, Shanna Saunders

Councilor Soldati called the meeting to order at 12:00 pm.

MINUTES OF PREVIOUS MEETING

Councilor Dumont, seconded by Councilor Paradis, made a motion to approve the minutes of the previous meeting.

PERSONNEL UPDATE

The committee reviewed a spreadsheet of Employee Breakdown by Department, with current vacancies highlighted.

There was discussion about the Vacant Economic Development Manager position. Director Saunders clarified difference between her position and the position of the EDM. There was discussion about the possibility of making this a part-time position and contract part of the position.

There was discussion about the vacant ACO/PEO/Dispatcher position. Manager Belmore reported that he and Chief Kretschmar were considering that this position be changed, as follows: parking enforcement office as a part time position, dispatcher as a full time position, and no animal control position.

Councilor Soldati asked if our pay rates were comparable to other communities. HR Manager Corriveau stated that not including the seasonal Camp Councilor, the lowest is \$10.43, so we are comparable.

City Manager Belmore said he would like to add a Part time position in the tax office and is also interested in increasing part time secretarial help in the Recreation Office.

Councilor Soldati said she is amazed that the city does what it does without expanding staff. Councilor Dumont said it is no secret that we are a lean operation. Attitudes within

the departments have improved tremendously. In casual conversations, the staff seems happy.

MISCELLANEOUS

Chief Kretschmar said PD has investigated an employee theft situation. There was a full forensic audit. The person was charged and is pending indictment and prosecution.

Councilor Paradis, seconded by Councilor Dumont made a motion to go into non-public session to discuss personnel. The motion passed unanimously by roll call vote. The committee went into non-public at 12:57pm.

NON-PUBLIC SESSION

The committee discussed various personnel issues.

Motion to end non-public session was made by Councilor Dumont, seconded by Councilor Paradis. All in favor. Nonpublic ended at 1:45pm.

Motion to adjourn by Councilor Dumont, seconded by Councilor Paradis. All in favor. Meeting adjourned at 1:45pm.

Respectfully submitted,

Trish Harris, City Clerk