

MINUTES OF THE GOVERNMENT OPERATIONS COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM

May 30, 2017–4:30 PM.

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

Administration/staff present: City Manager Bob Belmore
 Finance Director Scott Smith
 HR Manager Linda Corriveau
 Fire Chief Keith Hoyle
 Police Chief Dave Kretschmar
 Deputy City Clerk, Kelly Gagne

Councilor Soldati called the meeting to order at 4:37 pm.

MINUTES OF PREVIOUS MEETING

Councilor Dumont, seconded by Councilor Cameron, made a motion to approve the minutes of the previous meeting held on April 17, 2017. The motion passed unanimously.

PERSONNEL UPDATES & DISCUSSION

City Manager Belmore presented an employee breakdown of FY 2018. The City is currently scheduling interviews for Economic Development Manager for a part time position 20-28 hours a week, depending on the person. Councilor Dumont asked for an explanation of transfer ordinance, Director Smith explained a transfer of \$70,000 to the Public Works is proposed to help with the budget from the winter.

City Manager Belmore then read off a list of current open positions within The City of Somersworth:

- Public Safety Dispatcher- Currently approx. 20 applications have been submitted.
- Parking Enforcement Officer is open.
- Two Police Officer openings: One just hired and one position currently open.
- Highway General Foreman opening: Have had 5 or 6 applications. HR is currently scheduling interviews for four of the applicants; there were no applications from within.
- 20 Hour part-time clerk: They have set up interviews for 7 or 8 applications so far. Interviewing an applicant/s on 5/31/2017, no benefits are provided as this is a part-time position under 30 hours.
- One Fire Fighter position open. A Firefighter is leaving and going to Dover.
- Moving from contract engineer back to staff a city engineer.

Vacancies in the future-

Finance Assistant is retiring after 38+ years with The City of Somersworth. Staff is recommending restructuring the position to allow for more responsibility. Shifting the position to salary based, modifying the job description and raising pay grade salary. Councilor Soldati asked for job description changes that were made. Director Smith noted a few changes such as; a strong accounting background, and a Bachelor's degree. We are looking for someone who could move into Finance Director in the event Finance Director was absent. Councilor Soldati recommended the consideration of a degree over experience.

City Manager Belmore stated that there needs to be an Ordinance change to allow for such changes to the Personnel Rules & Regulations.

Councilor Paradis makes a motion to sponsor an Ordinance change to amend the personnel rules & regulations to accept the recommended changes to the assistant finance director's position. All are in favor.

Councilor Dumont amends motion to include changes to incorporate the fire and police chief changes for labor grade and salary, Councilor Paradis seconds. All are in favor.

PERSONNEL RULES & REGULATIONS PROPOSED CHANGES FOR WAGES (non-union)

City Manager Belmore informed the committee that the finance committee has endorsed a 3% across the board COLA increase in the wages scale. Water & waste water union will receive the same 3% raise because of their contract wording incorporating a "me too" provision regarding any wage increase provided to non-union City employees.

Councilor Soldati reiterated just to understand a 3% raise with wage "roll-ups" totals approx. \$51,000. Waste water and water employees at a 3% increase totals approx \$19,500.

Motion to approve by Councilor Dumont, Councilor Paradis seconds to support a 3% raise for all non –union employee under the Personnel Plan. All are in favor.

MISC

City Manager Belmore informed the Committee that the State requires a vote of the Governing Body to appoint a municipal agent for m/v registrations and this vote will be on the Council agenda for the next meeting for our tax collector Jessica Stephens.

Motion to go into nonpublic session for a personnel matter by Councilor Paradis, seconded by Councilor Cameron. Roll call vote at 5:18pm. Paradis-yes, Cameron-yes, Dumont-yes, Soldati-yes; passed unanimously.

Respectfully submitted,

Kelly Gagne, Deputy City Clerk