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*The Personnel Commission held their regular meeting on  
Thursday, December 15, 2022 at 5:00 p.m. via a Zoom meeting.*

***Present:***

Marc Teichman, Chairperson	Angelo Sestito, Assistant Director – Human Resources	Ryan Fealey, Director of Finance (BOE)
Lynn Arnow, Commissioner	Rosemarie Frager, Human Resources Generalist	Josephine Carpanzano, Deputy Director of Operations
Carl Weinberg, Commissioner	Kimberly Hawreluk, Human Resources & Benefits Assistant	Shawn Reed, Chief Building Official
Jaclyn Williams, Commissioner	Frank Petise, Transportation Bureau Chief	Erik Larson, Purchasing Manager
Alfred Cava, Director of Human Resources	Christopher Soules, Executive Director – Human Resources (BOE)	Various members of the Public in attendance

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:01 p.m.

**NEW BUSINESS:**

**1. Approval of the Minutes:**

Commissioner Jaclyn Williams moved to approve the minutes of the November 17, 2022 Personnel Commission regular meeting; seconded by Commissioner Carl Weinberg and approved by Chair Teichman. Commissioner Lynn Arnow was not present at the November 17, 2022 meeting.

For the record, it should be noted that the Commission took up Agenda Item, (8) out of order due to a scheduling issue, after which the Commission returned to the order of the planned Agenda.

**2. Department of Health: Request to create the classification of Contact Tracing Supervisor**

Director Cava informed the Personnel Commission that this item would be held for future consideration.

3. **Board of Education:** Request to create the classification of Senior Management Analyst – Board of Education

Appearing before the Personnel Commission on this matter was Christopher Soules, Executive Director – Human Resources and Ryan Fealey, Director of Finance, both from the Board of Education.

The proposed position of Senior Management Analyst – Board of Education was presented to the Commission in order to fully reflect the current job responsibilities, both as a Management Analyst and the additional role as a Board of Education Purchasing Agent. As a result, there were changes to the minimum qualifications, which would do away with the \$6,000 annual stipend, but increase in grade from MAA, MA-08 to MAA, MA-11.

A discussion regarding stipends, salary and Memorandums of Agreement lead to a request by the Commissioners for information on positions with stipends, including the start and end date if applicable. Director Cava informed the Commissioners that the data would be researched and provided as soon as available.

Commissioner Jaclyn Williams moved to approve the request to create the classification of Senior Management Analyst – Board of Education at MAA, MA-11. Chairperson Marc Teichman seconded the motion. Approved unanimously.

4. **Office of Operations:** Request to abolish the classification of Clerk of the Works III and associated Salary Grade in the Pay Plan

Director Cava reviewed the background on the request, which related to the recently approved classification of Director of School Construction at the November Meeting. The creation of that classification is what prompts this request.

Commissioner Carl Weinberg moved to abolish the Clerk of the Works III position, salary grade and salary schedule, which was seconded by Commissioner Jaclyn Williams. Approved unanimously.

5. **Office of Operations:** Request for advanced starting rate of pay for Major Projects and Records Candidate

Human Resources Generalist, Rosemarie Frager provided background on the job search and the challenges hiring for this position. The position had reportedly been open for five months, with a small candidate pool. Therefore, when a qualified candidate was located, Chief Building Official, Shawn Reed submitted an advanced starting rate of pay request.

A discussion regarding organizational charts and department budget headcounts lead to a request from the Commissioners that those items be provided when submitting requests to the Personnel Commission.

Commissioner Lynn Arnow moved to approve the request for an advanced starting rate of pay for the Major Projects and Records Candidate, which was seconded by Commissioner Carl Weinberg. Approved unanimously.

6. **Office of Operations:** Request to create the classification of Facilities Maintenance Supervisor

Josephine Carpanzano, Deputy Director of Operations presented the background information on the request to create the classification of Facilities Maintenance Supervisor. The approval would result in a budget neutral change, in which Operations Supervisor positions in Facilities & Sustainability would be changed to Facilities Maintenance Supervisor positions in order to be more in line with the new reorganization and functions of this classification, specifications and educational background.

Commissioner Carl Weinberg moved to approve the request to create the classification of Facilities Maintenance Supervisor at MAA, A-07S, which was seconded by Commissioner Jaclyn Williams. Approved unanimously.

7. **Office of Operations:** Request to create the classification of Senior Regulatory Manager

Josephine Carpanzano, Deputy Director of Operations, presented the proposed position of Senior Regulatory Manager to the Commission. If approved, the position would replace the current position, Assistant City Engineer.

The position of Assistant City Engineer had reportedly been open for approximately 11 months, with a candidate pool of individuals who did not meet the qualifications due to the general job description. Therefore, in order to fully reflect the current needs of the department the request is to create the classification of Senior Regulatory Manager at MAA, A-13.

Prior to documenting a vote, the Commission reiterated the importance of providing organizational charts when submitting requests.

Chairperson Marc Teichman moved to approve the request to create the classification of Senior Regulatory Manager. Commissioner Carl Weinberg seconded the motion. Approved unanimously.

8. **Office of Operations:** Request to create the classification of Traffic Signal Operations Supervisor

As noted above, this Agenda item was taken out of order and heard second. Appearing before the Commission on this matter was Transportation Bureau Chief, Frank Petise.

The position presented would add a level of succession and oversight to the department and provide a position that can manage, operate and complete hands on construction and maintenance of specialized equipment. Therefore, the request is to create the classification of Traffic Signal Operations Supervisor at MAA, A-07S; salary range containing (S) or (N) refers to working supervisor.

Commissioner Jaclyn Williams moved to approve the request to create the classification of Traffic Signal Operations Supervisor at MAA, A-07S, which was seconded by Commissioner Lynn Arnow. Approved unanimously.

9. **Notation: Noted**

- **Purchasing Department:** Buyer
- **Technology Management Services:** Software Technician

Director of Human Resources, Alfred Cava and Rosemarie Frager, Human Resources Generalist appeared before the Personnel Commission to answer any questions on the items submitted for notation. In addition, Erik Larson, Purchasing Supervisor addressed the Commission on the Buyer position. After a brief discussion on each item, Chairperson Marc Teichman acknowledged the Notation items submitted.

At this time, Chair Teichman reiterated his request for information on positions with stipends, including the start and end date if applicable. In addition, the Commission requested data on the authorized headcount in the budget for both the fiscal year to date and previous fiscal year. Director Cava and Generalist Frager confirmed that the data would be researched and provided as soon as available. In addition, Director Cava stated he was continuing to research the various contracts and Classified Services Rules regarding the parameters for submitting items to the Commission.

Chairperson Marc Teichman made a motion to adjourn the meeting. Commissioner Carl Weinberg moved, which was seconded by Commissioner Lynn Arnow. Approved unanimously. The Personnel Commission meeting was adjourned at 5:53 p.m.

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Marc Teichman, Chairperson

Copies to:

Mayor Caroline Simmons

Personnel Commission

Douglas C. Dalena, Director of Legal Affairs & Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk