

**CITY OF NORWALK PERSONNEL COMMITTEE MINUTES**

**MAY 5, 2004**

ATTENDANCE: Doug Sutton, Chairman; Rick McQuaid; Betsy Bain, Matt Miklave; Leona Williams; Fred Bondi.

STAFF: Sara LeTourneau and John Schlosser.

CALL TO ORDER

Mr. Sutton called the meeting to order at 8:15.

APPROVAL OF MINUTES

The following changes were made:

The last paragraph on the first page, (starting from the second line) should read as follows- She said Connecticut has its own particular and technical rules. This is a municipality. Most collective bargainings in the city contain a provision. The act does not provide for additional pay. Ms. Williams questioned whether the act.....

On the second page, first paragraph, fourth line, should read as follows-an immediate family member. The time off is required under law.

**\*\* MR. BONDI MOVED TO APPROVE THE MINUTES WITH THE ADDED CORRECTIONS.**

**\*\* THE MOTION PASSED WITH THREE ABSTENTIONS (BETSY BAIN, MIKE MIKLAVE, AND RICK MCQUAID).**

APPROVAL OF BUILDING AND FACILITIES MANAGER/PUBLIC WORKS POSITION

Ms. LeTourneau said that the position definition is plans, organizes, and oversees all facets of design and construction of City buildings and facilities, including new construction, repairs, replacement and cost management. Oversees the contracted building management services for City facilities. She then introduced Mr. Alvord, Director of Public works to speak on this item.

Mr. Alvord stated that as of this time Mr. Allen Lo occupies the position however it has not been officially created.

Ms. Bain asked if the position is a union position.

Mr. Alvord stated no, its ordinance. As of this time the city pays for 80% of Mr. Lo's salary. The other 20% comes from the redevelopment agency. If the position is approved the impact to the city will be an extra 20%.

**\*\* MR. MIKLAVE MOVED TO APPROVE THE POSITION OF BUILDING AND FACILITIES MANAGER/PUBLIC WORKS.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

Items 4 and 5 were discussed together.

#### **APPROVAL OF THE WASTEWATER SYSTEMS MANAGER/PUBLIC WORKS AND OPERATIONS MANAGER/PUBLIC WORKS**

Ms. LeTourneau said that the new director of public works is reorganizing his department. One of the ways this is happening is by removing the two assistant director positions and having two new positions added. The new positions are not intended to replace the old ones.

Mr. Alvord says that their current structure of the department goes back almost 20 years. The biggest problem with this is that there are positions that are no longer needed due to the change in the department and its job. But many of DPW's tasks don't have supervisors at all.

Mr. Bondi asked what the salary for the Wastewater systems manager will be.

Mr. Schlosser said between \$63,205- 70, 868.

Mr. Bondi pointed out that it looked like there is no money being saved.

Mr. Alvord said that they will be saving money. One assistant director gets paid about \$100,000 per year.

Ms. LeTourneau read the description of both positions. The position definition for a Wastewater Systems Manager is as follows: the manager provides planning, administration and supervision in the operation and maintenance of wastewater collection and treatment systems. Provides technical support to City Departments, Committees, Boards, Authorities and Commissions. The definition for an Operations Manager is as follows: the manager provides leadership, administration and supervision in the functional areas of road maintenance and repair, solid waste (collection and disposal), wastewater collection and treatment, department equipment maintenance and in the planning and implementation of capital improvement projects. Administers operational policies for assigned personnel.

\*\* MR. MCQUAID MOVED TO PASS THE CREATION OF THE WASTEWATER MANAGER POSITION.

\*\* THE MOTION PASSED UNANIMOUSLY

Mr. Bondi questioned the fact that the Wastewater Manager has to obtain certain licenses when the Operations Manager doesn't have to.

After a discussion on that Mr. Schlosser said he was sorry he had passed out the wrong copy of the job description.

\*\* MR. MCQUAID MOVED TO RECONSIDER THE VOTE FOR THE POSITION OF THE WASTEWATER MANAGER.

\*\* THE MOTION PASSED UNANIMOUSLY.

\*\* MR. MIKLAVE MOVED TO SUBSTITUTE THE AMENDED VERSION OF THE WASTEWATER JOB DESCRIPTION AND PROCEED TO VOTE ON IT.

\*\* THE MOTION PASSED WITH ONE ABSTENTION (MR. MCQUAID).

\*\* MR. MIKLAVE MOVED TO ACCEPT THE CREATION OF THE WASTEWATER MANAGER POSITIONS.

\*\* THE MOTION PASSED WITH ONE ABSTENTION (MR. MCQUAID).

\*\* MR. MIKLAVE MOVED TO ACCEPT THE CREATION OF THE OPERATIONS MANAGER POSITION.

\*\* THE MOTION PASSED WITH ONE ABSTENTION (MR. MCQUAID).

The meeting was adjourned at 9:55pm.

Respectfully submitted,

J. Marci Rosenberg  
Telesco Secretarial Services