

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 16, 2024 at 6:30 PM

Chairman E. Sapienza called the meeting to order.

The Clerk called the roll.

Present: Aldermen E. Sapienza, Kantor, Vincent, T. Sapienza, Burkush

Messrs.: L. Drabik, C. Dobbins

Chairman Sapienza advised that the first purpose of the meeting is organizational in nature, and requested the Clerk to provide a brief overview regarding typical issues addressed by the Committee.

Matthew Normand, City Clerk, stated this committee shall have jurisdiction over policy regarding the city's personnel system, the classification and personnel positions, the creation of new positions and all policy pertaining to city risk management, self-insurance, insurance coverages and such other matters as may be referred by the Board of Mayor and Aldermen. The Committee shall review all such referrals and where required, after due and careful consideration, shall report back to the Board of Mayor and Aldermen.

2. HR Reports submitted by Lisa Drabik, Human Resources Director:

- Position Summary Report
- Vacancy Requisition Requests and Approvals
- Summary of Arbitrations/Grievances
- Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)

Alderman Vincent stated I have a question for Ms. Drabik. The first sheet where it lists out the department, dates, positions and vacancies, I am trying to make sure I understand where it shows vacancies to new hires. There are some that have the same date. For example, go to the first one Planning; Planner I and Planner II. If we see the same date there where there was a vacancy and a new hire on the same date, is it safe to say that was a transitional move and somebody went from a Planner I to a Planner II?

Lisa Drabik, HR Director, responded likely no.

Alderman Vincent asked do you see what I am saying.

Ms. Drabik answered yes I understand what you are saying. Likely no. The vacancy for the Planner I occurred on 11/27 and a different position which is the Planner II position became vacant on the same day. It could have been a promotion from a Planner I to a II. I would have to look back at the particular circumstance.

Alderman Vincent stated there are a few instances where I saw that on the report and I was curious to see if that was what it was and if that was the standard. When we see a report like this, is it safe to say that was a promotion from within the department?

Ms. Drabik replied most likely it would be but there are so many moves that happen every day or have happened in the city that it could just be a coincidence as well.

Alderman Vincent responded I completely get that. A little further down on the page, the vacancy requisition requests and approvals, on those would it be too much work or is there something we could access to break this report down by department versus by mayor approval date? I don't want to make you do extra work.

Ms. Drabik stated let me just make sure we are looking at the same document. It is the 2023 Requisition Report correct?

Alderman Vincent answered yes.

Ms. Drabik stated if you look at the third column it does say department there.

Alderman Vincent replied right but can we group it is what I am saying so when we look at this report we are saying okay these are all of the Fire Department requisitions and these are all of the Aviation requisitions, etc.

Ms. Drabik responded sure. We could reorganize them for you.

Alderman Vincent stated I think that would give us a better overall picture. I don't want to make you do extra work.

Ms. Drabik replied no that's okay. Right now they are organized by date but if you would rather organize them by department we can do that as well.

Alderman Vincent stated speaking for myself, that would make it easier to look at.

Alderman T. Sapienza asked that is a spreadsheet right.

Ms. Drabik answered correct. We can certainly send it to you and you can sort them the way you want or I can present them however the committee would prefer.

Alderman Vincent stated I am fine with just sending the spreadsheet and I can sort it myself.

- 3.** Communication from Tim Clougherty, Public Works Director, requesting the following changes to his complement:
- Eliminate one (1) vacant Survey Party Chief, grade 17; and
 - Add one (1) Engineering Technician I (grade 16)

Caleb Dobbins, Chief Engineer, stated I can speak to this.

Chairman E. Sapienza asked can you give us a little background on what precipitated this change. What is the motivation behind this?

Mr. Dobbins stated over the course of time there has been a transition within DPW of doing a lot of projects within our own complement but with the decreasing personnel and whatnot we have kind of gotten away from that. The survey section within DPW is a great asset to us. There is a Licensed Land Surveyor who heads up that section. What we started finding was to get crew chiefs and other folks...surveying unfortunately throughout the state of NH is a declining occupation. Part of that is because technology has made it such that when you used to have 2, 3 or 4-person survey crews, folks can go out there and do it by themselves with a single type of instrument now at least for the detail that we are looking at. With the Licensed Land Surveyor that we currently have, as well as this position that would be doing a lot of the field work, we felt that there was a need to have flexibility in that position with somebody like an engineering technician that can understand the technology because surveying has gone from using a rod and a level and a transit to truly using basically computers and technology. We would like to transition to more of a technology type position with somebody that can understand that as well as allowing us the flexibility to have that position do other engineering things rather than strictly survey type work because we are using this position to do things like our roadway coring in advance of the paving program and things along those lines. So this is for that flexibility.

*On motion of **Alderman T. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to approve the request.*

*There being no further business, on motion of **Alderman T. Sapienza**, duly seconded by **Alderman Vincent**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee