

# COMMITTEE ON HUMAN RESOURCES/INSURANCE

June 2, 2026 at 6:15 PM

Chairman Goonan called the meeting to order.

The Clerk called the roll.

Present: Aldermen Goonan, Sapienza, O'Neil, Burkush, Vincent

Messrs.: P. Croasdale

1. HR Reports submitted by Emily Rice, Interim Human Resources Director:
  - Position Summary Report
  - Vacancy Requisition Requests and Approvals
  - SmartShopper Report
  
2. Communication from Phil Croasdale, Water Works Director, requesting the following changes to the department's complement:
  - Addition of one (1) full-time Custodian (Class Code 5000, Grade 101);
  - Addition of one (1) full-time Accountant I (Class Code 2030, Grade 108);
  - Elimination of one (1) Accounting Technician II (Class Code 2020, Grade 107) once an Accountant I promotion is granted

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Vincent**, it was voted to approve.*

Phil Croasdale, Water Works Director: Because of the timing of this, and someone leaving, could we report this out tonight?

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Burkush**, it was voted to expedite the committee's report.*

3. Communication from Owen Friend-Gray, Deputy Public Works Director, requesting the following changes to the department's complement:
  - Addition of one (1) full-time Payroll Coordinator (Class Code 1260, Grade 111);
  - Elimination of one (1) Customer Service Representative III (Class Code 1040, Grade 108) once the Customer Service Representative III promotion is granted.

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Burkush**, it was voted to approve.*

4. Communication from Peter Marr, Chief of Police, requesting the following changes to the department's complement:
- Reclassification of one (1) filled Accounting Technician I (Class Code 2010, Grade 104) to Accountant I (Class Code 2030, Grade 108);
  - Reclassification of one (1) filled Accounting Technician I (Class Code 2010, Grade 104) to Customer Service Representative III (Class Code 1040, Grade 108)

*On motion of **Alderman Burkush**, duly seconded by **Alderman Vincent**, it was voted to approve.*

*On motion of **Alderman O'Neil**, duly seconded by **Alderman Vincent**, it was voted to expedite the committee's report.*

**TABLED ITEM**

5. Communication from Sharon Wickens, Finance Officer, requesting the addition of one (1) Purchasing Manager position, grade 124, to the department's complement.  
*(Note: Tabled on April 7, 2026.)*

This item remained on the table.

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

A True Record. Attest.



Clerk of Committee

*Meeting Start Time: 6:15PM  
Meeting End Time: 6:17PM  
Minutes Prepared By: Michael Intranuovo*