PRESENT:  MARK CACOZZA, CHAIRPERSON
          PAUL KISSELBRACK, COMMISSIONER
ABSENT:   ELIO DELSETTE, COMMISSIONER

CHAIRPERSON CACOZZA CALLED THE MEETING TO ORDER AT 9:37am and opened the public comment section. There being no one wishing to speak, Chair Cacozza closed the public comment section at 9:37am.

Chair Cacozza made a motion to approve the December 2018 Minutes as amended. Seconded by Commissioner Kisselbrack. Motion carried.

ACCOUNTS
The proposed revisions to the Assistant to the Purchasing Agent job specification would be reversing the additional duties that were recently added, in regards to ‘Fixed Assets’, as there was anticipation of an upgrade in salary. The upgrade did not go through, so the Department is requesting those additional duties be removed. Human Resources Administrator Miriam Dixon attended the Commission meeting to discuss a different matter, but while present, spoke on this item as well. Ms. Dixon raised a concern that if these duties were being removed from this particular job specification, then who would be performing them, as the City’s Charter specifies that the Fixed Assets fall under the Accounts Department. Commissioner Kisselbrack raised a general question for the table, asking if since it is a City Charter mandate, if civil service was obligated to ensure those duties were being performed. The Coordinator responded with the City Charter does not specify which position is responsible for performing the duties, just that the Accounts Department Heads are responsible for seeing that they were done, and someone must have been performing them all along. While they are being removed from this position (having just been added recently) the Coordinator would check different job specifications in the Accounts Department. Chairperson Cacozza agreed that this would not be a civil service obligation. Ms. Dixon agreed that if the Fixed Assets were not covered in a different job specification under the Accounts Department, then the responsibility would be to the Deputy Commissioner to ensure they are getting done.

Commissioner Kisselbrack made a motion to approve the proposed revisions to the Assistant to the Purchasing Agent job specification. Seconded by Chairperson Cacozza. Motion carried.

FINANCE
Human Resources Administrator Miriam Dixon was available to speak in regards to the proposed New Position Duty Statement for a PR & Communications Manager. Commissioner Kisselbrack first question was if this new position would be Competitive or Non Competitive. The Coordinator replied that brand new positions are Competitive. Ms. Dixon explained that there was a part time Web Content Coordinator that would handle a lot of the Social Media platforms etc within the City as well as the different departments website. Some of the duties from that job specification were removed and added to the Help Desk Technician job specification. The Web Content Coordinator position is currently vacant. The Media and Social Media aspects of the job had been left to each department. It was the Council’s idea to have one person who worked for all departments handling press releases, social media etc and helping to form the one image for the City as opposed to the multiple departments having their own way of doing things. The Commissioner of Finance would be the Appointing Authority, but the person appointed to this position would report to the Council as a whole and work for each department. Commissioner Kisselbrack inquired about salary – Ms. Dixon replied that she had done a salary study for this type of position and found that $65k would be a minimum salary and maximum would be $78k. The Coordinator asked if this would be in the Union – Ms. Dixon replied that this position would not likely be in the Union, Ms. Dixon went on to explain that new positions are not expected to be in the Union, the Union has to go through the process to determine if it fits within their parameters, and this being a confidential position, would not be required to be in the Union. Chairperson Cacozza asked if this position was funded already, Ms. Dixons response was she did not think so, she did not recall seeing a line in the budget for it. Commissioner Kisselbrack made a motion to approve the proposed New Position Duty Statement for PR & Communications Manager. Seconded by Chairperson Cacozza. Motion carried.
DPW
Commissioner Kisselbrack made a motion to approve the following *Exempt Class Appointment(s).* Seconded by Chairperson Cacozza. Motion carried.
- Rachael Fragomeni  Executive Assistant to the Commissioner of DPW  Effective 01/14/19 – 12/31/19

Commissioner Kisselbrack made a motion to approve the following *Provisional Appointment(s).* Seconded by Chairperson Cacozza. Motion carried.
- Kelly Gliosco  Utilities Clerk  Effective 01/17/19

LIBRARY
Chairperson Cacozza made a motion to approve the following *Completed Probationary Periods.* Seconded by Commissioner Kisselbrack. Motion carried.
- Raymond Michaud  Building Maintenance Worker  Effective 12/21/18
- John Whealen  Library Building Monitor  Effective 12/26/18

PUBLIC SAFETY
Commissioner Kisselbrack made a motion to approve the following *Provisional Appointment(s).* Seconded by Chairperson Cacozza. Motion carried.
- Aaron Dyer  Battalion Fire Chief  Effective 01/05/19

RECREATION
Commissioner Kisselbrack made a motion to approve the following *Non Competitive Class Appointment(s).* Seconded by Chairperson Cacozza. Motion carried.
- Gwendolyn Craig  Recreation Specialist  Effective 02/19/19

SCHOOL
Chairperson Cacozza made a motion to approve the following *Completed Probationary Periods.* Seconded by Commissioner Kisselbrack. Motion carried.
- Thomas Giorgio III  Automotive Mechanic  Effective 01/12/19
- Jerald T Niles  Building Maintenance Worker  Effective 12/18/18
- Michael Licata  Cleaner  Effective 12/11/18
- Debra Rancour  Clerk  Effective 12/11/18
- Jill Parker  Keyboard Specialist  Effective 01/04/19
- Becky Shayne  Keyboard Specialist  Effective 01/09/19
- Elaina Kamerling  Teacher Aide  Effective 12/11/18

Commissioner Kisselbrack made a motion to approve the following *Labor Class Appointment(s).* Seconded by Chairperson Cacozza. Motion carried.
- Cheryl Lloyd  Food Service Helper  Effective 01/02/19 – 01/02/20
- Catherine Madej  Food Service Helper  Effective 01/04/19
- Pauline Willey  Food Service Helper  Effective 01/02/19 – 01/02/20
- Aidan Davies  School Monitor  Effective 12/10/18 – 12/10/19
- Eleanor Fisher  School Monitor  Effective 10/22/18 – 10/22/19
- Deborahalee Grady  School Monitor  Effective 01/07/19 – 01/07/20
- Cheryl Lloyd  School Monitor  Effective 01/02/19 - 01/02/20
- Allison Mesquita  School Monitor  Effective 12/14/18 – 12/14/19
- Mary Ellen Thompson  School Monitor  Effective 12/18/18 – 12/18/19

Chairperson Cacozza made a motion to approve the following *Non Competitive Class Appointment(s).* Seconded by Commissioner Kisselbrack. Motion carried.
- Cheryl Lloyd  Clerk  Effective 01/02/19 – 01/02/20
- Mackenzy Nutter  Clerk  Effective 01/11/19 – 01/11/20
- Pauline Willey  Keyboard Specialist  Effective 01/11/19 – 01/11/20
- Allison Mesquita  Keyboard Specialist  Effective 12/14/18 – 12/14/19
- Cheryl Lloyd  Teacher Aide  Effective 12/14/18 – 12/14/19

Chairperson Cacozza made a motion to approve the following Temporary Appointment(s). Seconded by Commissioner Kisselbrack. Motion carried.

Hope Caprood  
Teacher Aide  
Effective 12/18/18 – 12/20/18

Catherine Madej  
Food Service Helper  
Effective 12/19/18 – 01/08/19

CIVILSERVICE
Commissioner Kisselbrack made a motion to approve the following Temporary Appointment(s). Seconded by Chairperson Cacozza. Motion carried.

Mary Peterson  
Clerk  
Effective 01/19/19 – 01/20/19

Commissioner Kisselbrack made a motion to establish the following Eligible Lists. Seconded by Chairperson Cacozza. Motion carried.

Assistant Facilities Manager #60-667 (6 Candidates)
Police Officer #60-101 (160 Candidates)

Announced Exam(s)
Firefighter #64-362 Announced 01/17/19, Last Filing Date 03/14/19, Date of Exam 04/27/19
Human Resources Generalist #69-198 (Open Competitive) Announced 01/01/19, Last Filing Date 02/06/19, Date of Exam 03/16/19
Human Resources Generalist #74-406 (Promotional) Announced 01/01/19, Last Filing Date 02/06/19, Date of Exam 03/16/19

Announce Provisional Vacancy Announcement(s)
DPW Coordinator  
Announced 01/17/19, Last Filing Date 01/28/19
Utilities Clerk  
Announced 12/24/18, Last Filing Date 01/10/19

Announced Part Time Vacancy Announcement(s)
Traffic Control Technician  
Announced 01/17/19, Last Filing Date 01/28/19

Permanent Appointment(s) from Established Eligible Lists
Clerk #10-317  Miriam O’Callaghan  Effective 01/25/19
Firefighter #61-73  Brian Kelly  Effective 01/19/19
Fire Captain #78-662  Jeffrey Alonzo  Effective 01/05/19
Fire Chief #70-970  Joseph Dolan  Effective 01/05/19
Fire Lieutenant #78-663  Mark Bellantoni  Effective 01/05/19
Police Officer #69-460  Nathan Booth  Effective 01/13/19
Police Officer #69-460  Kateri Marotta  Effective 01/13/19

Discussed Administered Exam(s)
  Librarian I #64-499
  Librarian II (Open Competitive) #64-685
  Librarian II (Promotional) #74-248
  Librarian III (Open Competitive) #64-688
  Librarian III (Promotional) #
  Public Safety Dispatcher #60-349  01/19/19
  Traffic Maintenance Manager #74-721  01/05/19

Discussed Upcoming Exam(s)
  Assistant Police Chief #75-072  03/02/19  5 Approved Candidates
  Police Chief #75-074  03/02/19  6 Approved Candidates
  City Tax Revenue Supervisor #60-552  03/02/19  3 Approved Candidates
  Human Resources Generalist #60-389  03/02/19  8 Approved Candidates
  Human Resources Generalist #74-406  03/02/19  4 Approved Candidates
  Senior Account Clerk #60-389  03/02/19  10 Approved Candidates
  Police Officer Physical Agility Exam  02/09/19  37 Invited, 23 Showed, 18 Passed

Commissioner Kisselbrack made a motion to close the meeting at 10:32am. Seconded by Chairperson Cacozza. Motion carried