



**Personnel Board Meeting
Pelham City Hall – Council Conference Room
February 13, 2019 – 5:30 p.m.**

MINUTES

Proper notice of the scheduled meeting of the Pelham Personnel Board was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

Date: February 13, 2019
Time: 5:30 p.m.
Place: Council Conference Room – Pelham City Hall
Present: Board Member Greg Darnell
Board Member Jim Collins
City Manager Gretchen DiFante

CALL TO ORDER

Gretchen DiFante called the meeting to order at 5:30 p.m.

RECORD OF ATTENDANCE

It is noted that Greg Darnell and Jim Collins were present and Bobby Hayes participated via telephone.

NEW BUSINESS

Mrs. DiFante began by informing the Board that the municipal garage would be closing on March 1st due to a contract that the City of Pelham had entered into with the City of Hoover to take over our fleet maintenance. She informed the Board that this was a five year contract but contained a clause that either party may terminate the contract with a six month notice. She advised the Board that the City of Pelham was entering into this agreement with the commitment to fulfill the contract. Because of this commitment and the recommendation from legal counsel, we come before the Board with a request for the Board to abolish all positions that currently exist in the garage.

Mr. Collins began the discussion with a question regarding the acquisition and disposal of vehicles and if the City of Hoover would be responsible for this task and Mrs. DiFante informed him that would remain with City of Pelham and that we would continue to own all vehicles. The Board received explanation from Mrs. DiFante regarding question of the type work would be performed in Hoover. She informed them that all of the small engine work was currently being done by the individual department and that would remain. The City of Hoover would only be responsible for vehicle and truck repair and maintenance. Mr. Darnell asked if this included police and fire vehicles and the told them that it would.

Mr. Hayes asked how many employees would be affected by this and what their current status was. Mr. Darnell wanted to know if we had offered them any type of assistance in securing other employment. Mrs. DiFante explained that the City of Hoover would be hiring two additional mechanics to help with the additional workload. If our mechanics were interested in applying for one of these positions, the City of Hoover guaranteed them an interview. She informed the Board that two of our mechanics had applied for the positions. Mr. Darnell asked if we knew the status of these positions and Mrs. DiFante informed them that she knew the interviews had taken place but that she had not received confirmation of the outcome. She knew that one of the affected employees had already secured a job offer elsewhere.

Mrs. DiFante explained to the Board that according to our Civil Service Law, these employee's names would be placed on a layoff list and would remain there for two years. During this time, they could request to fill any position, for which they were qualified, that was posted to be filled.

After the discussion, Jim Collins made a motion to abolish all positions that exist in the garage and remove them from the compensation plan. Greg Darnell seconded the motion and a voice vote of the members present passed the motion.

Mrs. DiFante asked the Board if they would schedule two meetings. One to discuss the Accounting Manager position and one for HRM to come and explain the task they are currently undertaking with job descriptions and the compensation study. Meetings were scheduled for March 7th and March 12th. Mrs. DiFante informed them that she will confirm HRM's availability.

She also informed the Board that we would be discussing the Director of Parks and Recreation job description, the oversight of the Senior Citizen Center being under the Library, and the oversight of the Racquet Club being under Parks and Recreation at some point in the future as we move forward in filling the Director's position.

ADJOURNMENT

With no other business before the Personnel Board, Greg Darnell moved to adjourn the Personnel Board meeting and Jim Collins seconded the motion. By voice vote, the motion passed unanimously by those members present and the meeting was adjourned at 6:05 p.m.

Respectfully submitted this 14th day of February, 2019.