



PERSONNEL COMMITTEE MEETING

Tuesday, September 17th, 2024
Human Resources Department

4 PM

Minutes

ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:06PM with Councilors Scott Whiting and Doris Ortiz present via zoom. Also present were Jim Bennett (City Manager), Diana DePaolo (Director of Human Resources), Daniel Hammond (Safety & Training Coordinator), and Shelly Gibson (Deputy Director of Human Resources).

ITEM 2 Acceptance of Minutes

Councilor Whiting made a motion to approve the minutes from June 18th, 2024. Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.a Director of Codes/Emergency Management Brief // Pay Scale (with edits)

The HR Director assessed and evaluated the Director of Codes position, given his work with FEMA and overall emergencies within the City of Biddeford over the past 6-8+ months. The Director is currently at level 20 and it is recommended that he be moved to level 22.

Councilor Ortiz agreed with this change and increase, given the role that Roby fills and the amount of work he has done for the City. Councilors Whiting and Emheiser also agreed. Councilor Ortiz made a motion to approve this change; Councilor Whiting seconded the motion, the motion passes unanimously.

The City Manager clarified that previously the position was at level 19 which was in alignment with our comparable cities and towns. The recent responsibilities and additions to this position under Roby's leadership is what prompted a multiple level increase.

3.b Student Loan – Update

Previous language had the City directly paying employees student loan bills and when this policy was created the City only had a few staff that took advantage of it. Over time, this has become very staff intensive on the administrative side, given how companies have required additional information and/or won't communicate with the City as an employer. As such, the

HR Director is proposing the City continue with offering this benefit as part of our retention policy but in the form of a non-taxable reimbursement.

Councilor Ortiz inquired about offering a lump sum for the year. The City Manager shared that with this policy, there is a 10 year sliding scale and tracking it monthly makes it easier based on the retention piece and how long someone has been working for the City. It is also a separate line item within payroll to keep track of how much has been reimbursed.

Councilor Ortiz made a motion to approve this update, Councilor Whiting seconded the motion; the motion passes unanimously.

ITEM 4 Other Business

The City Manager mentioned that there was meant to be an agenda item for Brad Favreau, and his being promoted as the Sustainability Coordinator. The HR team doesn't yet have adequate comparables to make a recommendation that would be in alignment with other cities and towns. Once that information is acquired, he recommended that the committee come back to together to retroactively make that adjustment. Brad's position (Economic Development Coordinator) is currently at a level 15 but could move to a 16 or 17.

Councilor Emheiser suggested having a quick meeting on October 1st before the next City Council meeting to approve the above change.

ITEM 5 Adjourn

Councilor Ortiz made a motion to adjourn at 4:20 PM, seconded by Councilor Whiting.

Personnel Committee Members:

Councilor William Emhiser, Chair

Councilor Norman Belanger

Councilor Doris Ortiz

Councilor Scott Whiting