



**OFFICIAL MINUTES OF:**

Meeting of:	Personnel Committee
Date:	October 24, 2007
Time:	10:15 a.m.

**MEMBERS PRESENT**

Vincent J. Mesoella, Chairman  
Angelo Rotella, Vice Chairman  
Bruce Campbell, Personnel Chair  
Raymond J. Marshall, Executive Director  
John MacQueen  
Michael Salvatore  
Leslie Gray, III  
Al Montanari

**MEMBERS ABSENT**

**STAFF AND GUESTS PRESENT**

Tom Uva, NBC  
Cecille Antonelli, NBC  
Rich Bernier, NBC  
Francie Brown, NBC  
Diane Buerger, NBC  
Joseph Pratt, LBG  
Rich Bernier, NBC

Jean-Marie Grossi, NBC  
Leah Foster, NBC  
Paul Nordstrom, NBC  
Jamie Samons, NBC  
John Motta, NBC  
Richard Burroughs, NBC Commissioner  
Joanne Maceroni, NBC

**1. Call to Order**

Recognizing a quorum, Personnel Chair Campbell called the October 24, 2007 Personnel Committee meeting to order at 10:20 a.m.

**2. Approval of Minutes** *June 20, 2007 Personnel Committee*

Personnel Chair Campbell asked if all Committee members had an opportunity to review the minutes of the June 20, 2007 Personnel Committee meeting. Commissioner Rotella motioned to approve the minutes of the June 20, 2007 Personnel Committee meeting as written. Commissioner Salvatore seconded the motion, and the vote taken by the Personnel Committee was unanimous. The motion carries.

### **3. Items for Action:**

#### *A. Amendments to Organizational Plan*

Mr. Marshall stated that there are personnel actions for consideration today. He referred the Committee members to a memo from Paul Nordstrom dated October 9, 2007 regarding a recommendation for revisions to the Operations Division's Organizational Chart for Union positions.

Mr. Marshall stated that at the Bucklin Point facility, John Nobrega, Bucklin Point's Contract Administrator will be retiring in January 2008. Mr. Nobrega has been the NBC's key person who oversees the contract vendor, Aquarian, since 2005 and prior to that, Veolia Water from 1999-2005. He will be a very tough person to replace given his experience and expertise. The current position, Contract Administrator, is a Pay Grade 9 position in the union pay scale. Recognizing that we would like to keep the position in the bargaining unit and promote from within, however being cognizant of the fact that it will take a few years to get the most qualified candidate up to a level equal to that of Mr. Nobrega. Therefore, it is proposed that we change the title of the position to Bucklin Point Contract Coordinator at a Pay Grade 8. The job specification has been adjusted to reflect this change, and will have a positive affect on the Bucklin Point FY08 Budget.

The next proposed change is in the Interceptor Maintenance Section. Several years ago, NBC established the position of IM Operator IV in Council 94, in lieu of creating an additional supervisor. This position acts as a foreman or lead operator of a five-man crew which handles the Bucklin Point Service area and reports directly to the Assistant IM Manager. This position works well within the framework of the IM Section's work. With the changes that have come about due to our advancing of the Asset Management Program, we recognize having IM Operator IV positions in the Laborer's Union Local 1033 for the Field's Point service district would help considerably in overseeing scheduled work assignments and inspections. At the present time, we have a vacant IM Clerk position that we would propose to freeze in order to create One (1) IM Operator IV within Local 1033. This position would work with the non-union IM Supervisor who is spending more time in the office and cannot always provide field supervision. The change can be absorbed in this year's IM Budget.

Commissioner Salvadore motioned to approve the organization changes as explained above staff. Commissioner Montanari seconded the motion, and the vote taken was unanimous. The motion carries.

The next proposed organizational changes are included in a second memo from Paul Nordstrom dated October 9, 2007 which proposes revisions within the Operations Division Non Union Positions. The Assistant Control System Administrator (Pay Grade 7) currently works a 35-hour week. We have found that the workload has increased to such an extent that the workweek should be adjusted to a 40-hour workweek and changed to a Pay Grade 7A. There are funds in the FY08 budget to support this change.

The next item is in the Operations Division, Engineering Section. Kathryn Kelly has been working in the Engineering Section since March of 2004, having previously worked in the Pretreatment Section for over three years. Kathryn has continued to take on more complex projects as she has gained more experience and has recently passed the Professional Engineer's exam. We wish to upgrade her from an Environmental Engineer, Pay Grade 8, to a Principal Environmental Engineer, Pay Grade 9. Funds have been provided in the FY08 budget for this organizational change.

Commissioner Rotella motioned to approve the two organizational changes as stated by staff. Commissioner MacQueen seconded the motion, and the vote taken was unanimous. The motion carries.

The last proposed organization change is included in a memo from Raymond Marshall to the Personnel Committee regarding amendments to the Executive Division. Mr. Marshall noted that he has had the opportunity to evaluate the needs of the NBC as they related to filling the vacant Deputy Director's position. After careful consideration of the responsibilities and challenges the NBC will face within the next several years, he recommended the following:

1. The Deputy Director's position be left vacant for the foreseeable future and alternatively create a Director Executive Affairs (DEA) position. The DEA would report directly to the Executive Director and be responsible for most of the day-to-day activities of the Executive Division. The following staff would report directly to the DEA: General Counsel, Labor & Employee Relations Manager, Government Affairs Manager, the Public Affairs Manager, and the Executive Assistant.

2. Given the continuing level of construction activity coupled with the scheduled projects planned for the next several years. The Manager of the Construction Section should be upgraded to the position of Director of Construction Services (DCS).

Mr. Marshall noted that as Executive Director, he believes that he can best lead the NBC by allocating his time to expanding outreach efforts to both internal and external entities, addressing the Agency's future strategic planning and remaining actively engaged in our technically complex, highly visible capital projects planned for the next several years. As a result of the above noted recommendations, the following staff would report directly to the Executive Director: Director of Executive Affairs, Director of Operations & Engineering, Director of Planning, Policy & Regulation, Director of Administration & Finance and the Director of Construction Services.

He further noted that by using the Position Evaluation Guidelines for Non-Union Personnel, the DEA position would be proposed as Pay Grade 19, and the DCS position would be proposed as Pay Grade 17. The final Pay Grade will be determined with input from the Non-Union Salary Administration Committee and The Employers Association. A comparison with the other senior level positions is as follows: Executive Director, Pay Grade 23; Deputy Director, Pay Grade 22; Director of Operations and Engineering, Pay Grade 20; Director of Administration & Finance, Pay Grade 19; and Director of Planning, Policy & Regulation; Pay Grade 19.

Mr. Marshall noted that these recommendations are a sound approach for continuing to move the NBC forward into the future given our present level of responsibility. By keeping the Deputy Director's position "authorized" but "unfilled," we would have the flexibility to reactivate that position should circumstances change significantly in the future (i.e. acquiring responsibility for other wastewater treatment facilities and/or many additional miles of pipe). He noted that there will be no impact on the current year's budget. The budgeted funds allocated for the Deputy Director's position will be reallocated to fund the DEA position. No funds budgeted for the Deputy Director position have been spent nor will be needed in FY08 if the DEA position is approved. The DCS position will be funded through the current Construction & Grants Section's budget.

After some discussion, Commissioner Salvadore motioned to approve the noted organizational plan as noted by staff, and Commissioner MacQueen seconded the motion. Commissioner Gray opposed the revision. The motion carries.

#### **4. Other Business**

None to report.

**5. Adjournment**

With no further business to come before the Committee, Commissioner Salvadore motioned to adjourn. Commissioner MacQueen seconded the motion, and the vote taken by the Personnel Committee was unanimous. The meeting adjourned at 10:35 a.m.

Respectfully submitted,



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Raymond J. Marshall, *P.E.*,  
*Executive Director/Secretary*