

The Narragansett Bay Commission
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Vincent J. Mesolella
Chairman

Raymond J. Marshall, P.E.
Executive Director



OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	April 2, 2013
Time:	9:45 a.m.

MEMBERS PRESENT:

Bruce Campbell, Committee Chairman
Vincent Mesolella, NBC Chairman
Al Montanari
Angelo Rotella
Michael Salvatore

MEMBERS ABSENT:

Leslie Gray, III
John MacQueen

STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director
John Zuba, NBC
Rich Bernier, NBC
Cecille Antonelli, NBC
Karen Musumeci, NBC
Deborah Samson, NBC
Brenda Smith, NBC
Jennifer Harrington, NBC
Mark Thomas, NBC
Joanne Maceroni, NBC
Karen Giebink, NBC
Lori Vernon, NBC
Gilbert Veilleux, NBC

1. Call to Order

Recognizing that a quorum was present Chairman Campbell called the April 2, 2013 Personnel Committee Meeting to order at 9:45 a.m.

2. Approval of Minutes – December 3, 2012 Personnel Committee

Chairman Campbell asked for a motion to approve the minutes of the December 3, 2012 Personnel Committee meeting as written. Commissioner Salvatore moved to approve the minutes of the December

3, 2012 Personnel Committee. NBC Chairman Mesolella seconded the motion. The vote taken by the Personnel Committee was unanimous. The motion carries.

3. Items for Action

A. Amendments to the Organizational Plan

Mr. Marshall advised that there are two items for the Committee's consideration today and that he will present them separately. They are both in the Division of Operations and Engineering.

The first one involves the Control Systems Administrator.

As our facilities have expanded in complexity, we have relied more and more on instrumentation to report back to our Supervisory Control and Data Acquisition system (SCADA) to run the plants. The SCADA system is overseen by our Control System Administrator.

When a new project is started in engineering, this position's involvement in the design and construction of a project are essential to it being a successful project.

Most recently we switched both the Field's Point and Bucklin Point systems to Wonderware. We now have the capability to remotely monitor both facilities from one location, due in large to the vision of the Control System Administrator.

The position has become so critical to the operation of our facilities that this person is essentially on call at all times.

This position also deals directly with our instrumentation vendors as their services are so unique they need an NBC person who they can converse with to ensure we get the best product available.

The present employee is currently on a 35 hour work schedule. It is difficult to get all the work completed in this timeframe. I would thus propose that we move the Control System Administrator to a 40 hour/week schedule, which means he would go from a pay grade 11 (35 hours) to pay grade 12A .

We have sufficient funds in this year's budget to make this permanent change.

We, therefore ask approval to move the Control System Administrator from a 35 to a 40 hour work week and pay grade 11 to pay grade 12A.

A motion was made by Commissioner Montanari to approve the change to the Organizational Plan. The motion was seconded by Commissioner Salvatore. The vote to approve was unanimous. The motion carries.

Mr. Marshall stated that the second item is also in the Division of Operations and Engineering and is a request for a new position, an Administrative Assistant.

Last fiscal year we moved the administrative support position from the Operations Division to the Construction Services Division due to the very high number of on-going construction projects. The original intent was that even though a majority of the work would be generated by the Construction

Division the same person could continue to assist the Operations Division. This has not worked out as expected.

The administrative support needed for our construction projects leaves little or no time for additional administrative support in the Operations Division. At the same time the administrative support requirements for the Operations Division (Field's Point, Bucklin Point and Interceptor Maintenance) have expanded in a significant way because of increased regulatory recordkeeping, BNR process monitoring, asset management program implementation and tracking the wind turbines' impact on power distribution/use.

As a result, I request that a non-union position of Administrative Assistant, pay grade 6, reporting to the Director of Operations and Engineering, be established. Creating this position will give the Operations Division the necessary administrative support to meet our growing needs.

There are sufficient funds in this year's (FY13) budget to support this position for the rest of the fiscal year. Funds for next year will be included in the FY14 budget request.

Your approval of this change is requested.

We hereby request the Personnel Committee's approval of these changes to the NBC's organizational plan.

A motion was made by Commissioner Montanari to approve the change to the Organizational Plan. The motion was seconded by Commissioners Salvatore and Rotella. The vote to approve was unanimous. The motion carries.

4. Other Business

There was no other business to report.

5. Adjournment

A motion to adjourn was made by NBC Chairman Mesoella seconded by Commissioners Salvatore and Montanari and the Personnel Committee meeting adjourned at 10:15 a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.

Executive Director/Secretary