

The Narragansett Bay Commission  
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Vincent J. Meselella  
Chairman

Raymond J. Marshall, P.E.  
Executive Director



### OFFICIAL MINUTES OF:

Meeting of:	Personnel Committee Meeting
Date:	October 28, 2014
Time:	10:15 a.m.

#### MEMBERS PRESENT:

Bruce Campbell, Committee Chairman  
Michelle DeRoche  
John MacQueen  
Vincent Meselella, NBC Chairman  
Al Montanari  
Angelo Rotella

#### MEMBERS ABSENT:

#### STAFF AND GUESTS PRESENT:

Raymond Marshall, NBC Executive Director  
Laurie Horridge, NBC  
Diane Buerger, NBC  
Karen Musumeci, NBC  
Jennifer Harrington, NBC  
Deborah Samson, NBC  
Paul Nordstrom, NBC  
Thomas Uva, NBC

Joanne Maceroni, NBC  
Karen Giebink, NBC  
Leah Foster, NBC  
Richard Bernier, NBC  
Brenda Smith, NBC  
Cecille Antonelli, NBC  
Mark Thomas, NBC  
Terry Cote, NBC

#### 1. Call to Order

Recognizing that a quorum was present Committee Chairman Campbell called the October 28, 2014 Personnel Committee Meeting to order at 10:23 a.m.

#### 2. Approval of Minutes – September 23, 2014

Committee Chairman Campbell asked for a motion to approve the minutes of the September 23, 2014 Personnel Committee meeting minutes as written. Commissioner MacQueen moved to approve the

minutes of the September 23, 2014. Commissioner Montanari 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 stated that since July 1, 1999 NBC has employed a contract operations firm to manage the operations and maintenance (O&M) of the Bucklin Point Wastewater Treatment Facility (BPWWTF). The current contract is up for renewal on July 1, 2015. After careful evaluation I am recommending that it is in the NBC's best interest to end the existing contract as of June 30, 2015 and assume the management functions utilizing a NBC management/supervisory team.

In preparation for the transition there is one step we recommend we take as soon as possible.

We currently have the authorized position of Operations Manager-Bucklin Point (BP) established but it has been unfunded for many years including FY15. The Operations Manager-BP is a pay grade 14 and is equivalent to the Operations Manager-Fields Point (FP) position.

Our intent is to with the Committee's approval post the position with an effective start date of July 1, 2015. The position will be programmed for funding in the FY16 budget by utilizing a portion of the funds that are currently earmarked for the contract operation firm. It is expected that the position will be filled internally and the selected individual will begin to develop the transition plan. There will be no impact on the FY15 budget.

Over the next few months we will come before the Personnel Committee with a new staffing plan for the BPWWTF that will request additional positions that will be needed to complete the conversion. The positions will be supervisory in nature and will be effective July 1, 2015. The costs associated with the new positions will be covered by the monies we have budgeted for the contract operations firm.

Commissioner MacQueen made a motion to approve the Amendments to the Organizational Plan. Commissioner Montanari seconded the motion and the vote taken by the Personnel Committee was unanimous. The motion carries.

**4. Other Business**

There was no other business to report.

**5. Adjournment**

A motion to adjourn was made by Commissioner Montanari seconded by Commissioner MacQueen and the Personnel Committee meeting adjourned at 10:35a.m.

Respectfully submitted,



Raymond J. Marshall, P.E.

*Executive Director/Secretary*