

To: Smithfield Personnel Board
From: Susan Pilkington, HR Administrator
Date: April 24, 2019
Subject: Smithfield Personnel Board Minutes

The meeting was called to order by Chairman, Scott Boyd, at 5:30 p.m.

In attendance were: Scott Boyd, Melanie Marcaccio, Susan Pilkington, Human Resource Administrator, Jason Parmelee, Finance Director/ Tax Collector and Mike Phillips, Town Planner.

Scott Boyd, began the meeting by following the outlined agenda items. Susan Pilkington provided the emergency evacuation plan and the health notification information.

Melanie Marcaccio made a motion to approve the January 23, 2019, February 27, 2019, March 13, 2019 and March 27, 2019 meeting minutes. Scott Boyd seconded the motion. All were in favor.

Scott Boyd provided a quick recap of the March 27, 2019 meeting with Jim Cambio and Drew Manlove being interviewed.

The board then began to interview Jason Parmelee, Finance Director/ Tax Collector.

Scott Boyd indicated that the Town Manager is asking the Personnel Board to review job descriptions, make sure roles are defined and salaries are competitive for Town employees. Scott asked for a quick overview.

Jason indicated some major aspects of his role include: budget preparation, payments, tax revenue, payroll, supplies, and debt services. All money is goes to and from the Finance Department for review prior to the Town Manager signing off. We are a supporting department. All purchasing, collections and disbursements town wide go through me.

1. Jason reviewed his job description and indicated it is fairly accurate. He is proposing a few changes: In essential function #15, add language to clarify cash management responsibilities to include transferring and managing investment earnings as well as custodial requirements.
2. Add language regarding preparing Council Agenda items and attending meetings.
3. Add language regarding reviewing/participating in Pension/OPEB meetings, oversight, review, etc.

Jason reports to the Town Manager.

Melanie asked if Jason has any direct reports and the size of his budget. Jason has a Controller, Accountant, Payroll /Fiscal Coordinator, Chief Clerk and Administrative Clerk. There is no need for additional staff, all are cross- trained. Jason's budget is six hundred eighty thousand dollars.

Melanie asked Jason's role in negotiations and the budget? Jason responded, to provide information and answer questions such as "what is the financial impact if we do this?"

Scott asked is there anything not typical of other towns? What keeps Jason up at night? Jason replied unforeseen circumstances, such as a state cut of 1.5 million dollars. This is an outside influence that you have no control over.

Mike Phillips was then interviewed.

Scott Boyd indicated that the Town Manager is asking the Personnel Board to review job descriptions, make sure roles are defined and salaries are competitive for Town employees. Scott then asked for a quick explanation of his role.

Mike indicated he is responsible for day to day development; subdivisions; land development; zoning; comprehensive plan; staff reporting for planning, zoning and town council. I meet with business to recruit them into town. He works with engineering on infrastructure regarding the different moving parts for developers and answers the public's questions. I implement the comprehensive plan and how the town develops over a 20 year planning horizon. I staff technical review consisting of engineering, police, fire and dpw staff. I provide comments to the planning board, grant writing, CDG grants, housing projects and funding. I assist the land trust with open space purchases.

Scott asked about direct reports and budget size. Mike has one full time planning assistant. He has a one hundred forty nine thousand dollar budget.

Melanie asked how his role compares to other communities. Mike responded they are similar. Some communities are smaller and not as busy, others are bigger. For the most part the roles are similar.

Melanie asked if there is anything that needs to be changed in the job description. Mike reviewed his job description and indicated it is fairly accurate. He is proposing a few changes:

1. Remove the language in the second paragraph.
2. Add language regarding serve as chairman for technical review.
3. Add language regarding GIS mapping.

Melanie asked if he typically works 35 hours per week and how long has he been with the Town. Mike indicated in addition to his regular hours, he attends Planning, EDC and Town Council meetings when needed. Mike indicated he has been with the Town for 11 years. Prior to that he was in Cumberland and North Smithfield. He reports to the Town Manager.

Mike added if economic development were to continue and get progressive, more full time help is needed.

The Board then discussed scheduling interviews with the next two Directors (Fire Chief and Police Chief) on May 22, 2019 at 5:30 pm in the second floor conference room of the Smithfield Town Hall.

There is no public comment.

Meeting adjourned at 6:50 pm.