

**Town of New Paltz
Building Department**

Memo

To: Supervisor Bettez
From: Thomas Tryon, Department Head
cc: Council Members of the Town Board
Date: 4/3/24
Re: Secretary to the Planning and Zoning Boards – Overtime Request

I respectfully request the Town Board of the Town of New Paltz recognize the professional and diligent work of Kristine Tabasko, the Secretary to the Planning and Zoning Boards. She has been tasked with numerous responsibilities, all of which are vital to the seamless operation of both the Planning Board and the Zoning Board of Appeals.

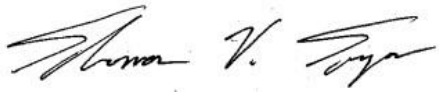
Ms. Tabasko attends every meeting of both Boards, which occur outside of normal business hours, while also working 40 hours per week. In the language of the most current union contract, the Secretary to the Planning and Zoning Boards is required to flex their time rather than be paid overtime. For example, should a Planning Board meeting run for two hours, Ms. Tabasko is required to use those two hours of time within the pay period to either arrive two hours late at work or leave two hours early. The requirement to flex time is challenging due to the nature, scale, and scope of applications, which demands a full 40 hours per week to manage efficiently.

I am requesting that the Town Board authorize a memorandum of understanding (MOU) to authorize the Secretary to the Planning Board and Zoning Board of Appeals to be paid overtime or given compensatory time for hours worked outside normal business hours. This

memorandum of understanding would remain in effect until such a time that the union contract can be re-negotiated and the language regarding flex time be updated.

I am available should you have any questions, comments, or concerns.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas V. Tryon". The signature is written in a cursive style with a large initial 'T' and a distinct 'V'.

Thomas V. Tryon
Department Head