

PERSONNEL BOARD MEETING MINUTES

January 15, 2019

Submitted by Linda Unger, Human Resources Administrator

CALL TO ORDER

The meeting was called to order at 7:40 p.m.

Members in attendance: Robert M. Shea, Vice Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton. Also in attendance: Nora Loughnane, Director, Community and Economic Development (CED); Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- Nora Loughnane, Director, CED, presented two revised job descriptions for the Board's review and approval. The positions, which fall under the umbrella of the CED, are "Town Planner" and "Health Director", a position currently unfilled due to a recent retirement.

Ms. Loughnane addressed the Town Planner job description first, talking about the growth and importance of the position, not inconsequentially as it relates to income for the Town through the Town Planner's ability and skill to attract more business to Westwood. She stated that there have been increased demands on the position over the past 5 years due to more community engagement, the heightened level of development in the Town, greater detail needed in site plans and environmental requirements, all of which necessitate about 40 day or evening meetings per year. To this end, a five-member Planning Board has to be "brought up to speed" by the Town Planner on upcoming agenda items before scheduled meetings.

In addition to the regular duties of the position, the Town Planner has the added responsibility for managing an 18-member Steering Committee missioned with updating the Town's Comprehensive Plan, a decennial effort currently underway and should continue for approximately two-years. The project consumes about 50% of the Town Planner's time. When asked about the Town Planner's ability to devote the extraordinary hours needed right now in the position, Ms. Loughnane responded that if more compensation is given and a limited time frame is defined for the Town's Comprehensive Plan, the incumbent can "push through". The question arose as to whether a stipend for the additional work is a feasible option and, if so, how much? Currently the Town Planner is listed at Grade 12 on the ATP Compensation Plan. Ms. Loughnane requests an upgrade to Grade 13.

Next, Nora Loughnane spoke about minor revisions, i.e., updates and cosmetic changes, to the Health Director job description. The position is currently listed at Grade 13 on the ATP Compensation Plan. No upgrade in classification is requested.

ACTION ITEMS

- Minutes from the November 13, 2018, meeting were reviewed and the following action was taken:
 - R. Lipton moved to approve the minutes as written; R. Laughna seconded. All present voted “In Favor” (R. Shea was not present for the motion).

- With regard to the revised job description for the Town Planner, the Personnel Board requested a change on Page 1, paragraph 6 to read that the (Town Planner) “**prepares and advises** five members...” Also, the Board would like it to be known that it supports a stipend for the Town Planner consistent with prior practice to reflect the significant additional responsibility needed to complete the Town’s Comprehensive Plan.
 - R. Laughna moved to approve the revised job description for Town Planner as amended and to place the position at Grade 13 on the ATP Compensation Plan; R. Lipton seconded the motion. All voted “In Favor”.

 - R. Lipton moved to place the incumbent at the ATP Grade 13, Level 8 annual rate of \$91,031 effective retroactively to January 1, 2019; R. Laughna seconded the motion. All voted “In Favor”.

- Revisions to the Health Director job description consist of updates only and no real substantive changes. The Board asked that the job description include a streamlined mention of office equipment and software applications, rather than listing each item. No further comments were made.
 - R. Lipton moved to approve the revised Health Director job description as amended and that it remain at Grade 13 on the ATP Compensation Plan; D. Hyde seconded. All voted “In Favor”.

DISCUSSION ITEMS

NEXT MEETING: Scheduled on March 12, 2019, at 7:30 p.m.

ADJOURNMENT: The meeting adjourned at 8:40 p.m.