

**PERSONNEL BOARD MEETING MINUTES
TUESDAY, JANUARY 30, 2018
SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

CALL TO ORDER

The meeting was called to order at 7:40 p.m. Members in attendance: Joseph Emerson, Chair; Robert Shea, Vice Chair; and Rory Laughna.

APPOINTMENTS TO COME BEFORE THE BOARD**ACTION ITEMS**

- Minutes from the January 16, 2018, meeting were tabled for a future meeting when vote-eligible members are present.
- The Board discussed a revised job description for “Planning and Land Use Specialist” within the Community and Economic Development Department (CEDD). The position is currently listed at Grade 7 on the ATP Compensation Plan. The revised job description blends two distinct functions: Planning Board and land use services, as well as services related to Town-issued licenses. Nora Laughnane, Director, CEDD, suggested “Land Use & Licensing Specialist” as a more encompassing title for the job description. The HRS Municipal Position Classification and Rating Manual was used to identify an equitable placement for the position on the ATP Compensation Plan, which placed the position at Grade 8. The Board took the following action:
 - R. Laughna moved to approve the revised job description with the title of “Land Use & Licensing Specialist” and to place the position at Grade 8 on the ATP Compensation Plan; R. Shea seconded. All voted “In Favor”.
- An updated job description for the “Finance and Warrant Commission Administrator” was reviewed. The position performs the administrative functions for the Finance and Warrant Commission (FinCom) and is under the administrative direction of the FinCom. The job description was reviewed in June 2015 and reclassified at that time to Grade 7 on the ATP Compensation Plan. The Board noted that there were no substantive changes to the job description, simply more detail was added.
 - R. Shea moved to approve the updated job description for “Finance and Warrant Commission Administrator” and that it remain at Grade 7 on the ATP Compensation Plan; R. Laughna seconded. All voted “In Favor”.

- A job description entitled “Westwood Housing Authority (WHA)/Westwood Affordable Housing Associates, Inc. (WAHA) Administrator” was presented to the Board for approval and grade placement. This is a new position on the compensation plan, the functions of which have been performed for many years by an individual who served as a contractor. Town management realized that it was time to transition this role from contractor to a Town staff person. The position services the Westwood Housing Authority, which is a 5-member Board comprised of 4 elected Town members and 1 Governor appointee. The Personnel Board asked what the direct role of this position is. The answer being to support the WHA as a Town function, and one of the responsibilities under the WHA is to manage the day-to-day operations of WAHA. With that clarification, the Board recommended the job description read, “Westwood Housing Authority Administrator”.
 - R. Shea moved to approve the job description for “Westwood Housing Authority Administrator”, removing WAHA from the title, and to place the position at Grade 9 on the ATP Compensation Plan; R. Laughna seconded. All voted “In Favor”.
 - R. Shea moved to place the incumbent at the Grade 9 Level 1 hourly rate of \$25.57 effective retroactively to July 1, 2017; R. Laughna seconded. All voted “In Favor”.

DISCUSSION ITEMS

NEXT MEETING: MARCH 6, 2018, 7:30 P.M.

ADJOURNMENT

- The meeting adjourned at 8:35 p.m.