

**PERSONNEL BOARD MEETING MINUTES**  
**MONDAY, JUNE 18, 2018**  
**SUBMITTED BY LINDA UNGER, HUMAN RESOURCES ADMINISTRATOR**

**CALL TO ORDER**

THE MEETING WAS CALLED TO ORDER AT 7:35 P.M. MEMBERS IN ATTENDANCE: JOSEPH EMERSON, CHAIR; ROBERT M. SHEA, VICE CHAIR; DOUGLAS HYDE; RORY LAUGHNA; AND RACHEL LIPTON.

**ACTION ITEMS**

- MINUTES FROM THE JUNE 4, 2018, MEETING WERE REVIEWED. R. LIPTON NOTED THAT THE TWO REQUESTS FOR AN INCREASED EDUCATIONAL STIPEND ARE FOR BACHELOR DEGREES IN THE FIELD OF BUSINESS MANAGEMENT AND BUSINESS ADMINISTRATION -- NOT BOTH IN BUSINESS ADMINISTRATION.
  - R. LAUGHNA MOVED TO APPROVE THE MINUTES WITH THE CLARIFICATION IN BUSINESS DEGREES NOTED ABOVE; R. SHEA SECONDED. ALL VOTED "IN FAVOR".
  
- THE BOARD RESUMED DISCUSSION FROM THE PREVIOUS MEETING ON THE TWO REQUESTS FOR AN INCREASED EDUCATIONAL STIPEND FOR A NON-CRIMINAL JUSTICE DEGREE PETITIONED BY SGT. MICHAEL DiLALLA AND OFFICER MATTHEW JOHNSON. IN RESPONSE TO THE PERSONNEL BOARD'S REQUEST FOR ADDITIONAL ACADEMIC INFORMATION BEFORE RENDERING A DECISION ON HIS REQUEST, OFFICER JOHNSON SUPPLIED A LIST OF SOME OF HIS COURSEWORK ALONG WITH HIS RATIONALE AS TO THE RELEVANCE OF A BUSINESS DEGREE TO THE DUTIES OF A PATROL OFFICER.

THE BOARD DISCUSSED THE POTENTIALLY CONFLICTING MESSAGE THAT WOULD BE CONVEYED BY APPROVING THE SERGEANT'S REQUEST BUT NOT THE PATROL OFFICER'S REQUEST. THE BOARD POSED THE RHETORICAL QUESTIONS THAT IF A BUSINESS DEGREE IS RELEVANT FOR A POLICE SUPERIOR, SHOULDN'T IT ALSO BE RELEVANT FOR AN UNDERSTUDY? AREN'T THE SAME SKILLS THAT ARE VALUED IN A SERGEANT JUST AS IMPORTANT FOR ASPIRING SERGEANTS? SUBSEQUENTLY, THE BOARD TOOK THE FOLLOWING ACTIONS:

  - R. LIPTON MOVED TO APPROVE THE REQUEST FOR A FULL EDUCATION STIPEND (\$10,000 ANNUALLY) FOR POLICE OFFICER MATTHEW JOHNSON; D. HYDE SECONDED. ALL VOTED "IN FAVOR".
  - R. LIPTON MOVED TO APPROVE THE REQUEST FOR A FULL EDUCATION STIPEND (\$10,000 ANNUALLY) FOR SERGEANT MICHAEL DiLALLA; R. SHEA SECONDED. ALL VOTED "IN FAVOR".
  
- A REVISED JOB DESCRIPTION FOR "CUSTODIAL SUPERVISOR/FACILITIES MAINTENANCE WORKER" (HELD OVER FROM THE PREVIOUS PERSONNEL BOARD MEETING) WAS BROUGHT FORWARD FOR DISCUSSION AND APPROVAL. THE JOB DESCRIPTION INCLUDED ADDITIONAL RESPONSIBILITIES AND MORE EMPHASIS ON THE MAINTENANCE COMPONENT OF THE POSITION, BOTH PROACTIVE AND REACTIVE IN NATURE, AND THE NEED FOR CONSIDERABLE EXPERIENCE IN THE BUILDING TRADES. COMMENTS BY THE BOARD INCLUDED: REPLACE

THE WORD "TOWN" WITH "MUNICIPAL" (BUILDINGS) THROUGHOUT THE JOB DESCRIPTION AND RETITLE THE JOB DESCRIPTION AS "FACILITIES MAINTENANCE TECHNICIAN".

- D. HYDE MOVED TO APPROVE THE JOB DESCRIPTION WITH THE TITLE CHANGE NOTED ABOVE AND TO REPLACE "TOWN" WITH "MUNICIPAL" (BUILDINGS) THROUGHOUT THE DOCUMENT, AND TO PLACE THE POSITION AT GRADE 8 ON THE ATP COMPENSATION PLAN; R. LAUGHNA SECONDED. ALL VOTED "IN FAVOR".
  
- A NEW JOB DESCRIPTION FOR "TEEN LIBRARIAN" WAS SUBMITTED FOR APPROVAL BY PATRICIA PERRY, LIBRARY DIRECTOR. THE NEW POSITION WAS APPROVED AT THE MAY 2018 ANNUAL TOWN MEETING. THE JOB DESCRIPTION IS CONSISTENT WITH OTHER LIBRARIAN JOB DESCRIPTIONS AND IS INTENDED TO FOCUS ON SERVICES TO TEENS, BOTH AT THE WESTWOOD PUBLIC LIBRARY AND IN THE COMMUNITY. IT IS EXPECTED THAT THE POPULATION THAT WILL BENEFIT MOST FROM THE POSITION IS STUDENTS IN GRADES 6-12. THE BOARD SUGGESTED CLEANING UP THE DIFFERENT FONT TYPES TO KEEP CONSISTENCY THROUGHOUT THE DOCUMENT. IN ADDITION, THE BOARD RECOMMENDED CHANGING THE TITLE OF THE JOB DESCRIPTION FROM "TEEN LIBRARIAN" TO "TEENS' LIBRARIAN" SO THERE WILL BE NO DEMOGRAPHIC MISINTERPRETATION IN THE TITLE.
  - R. LIPTON MOVED TO APPROVE THE JOB DESCRIPTION WITH THE TITLE CHANGE NOTED ABOVE AND TO PLACE THE POSITION AT GRADE L-8 ON THE LIBRARY ATP COMPENSATION PLAN; R. SHEA SECONDED. ALL VOTED "IN FAVOR".

## **DISCUSSION ITEMS**

**NEXT MEETING:** TUESDAY, SEPTEMBER 25, 2018 AT 7:30 P.M.

**ADJOURNMENT:** THE MEETING ADJOURNED AT 9:10 P.M.