

**PERSONNEL BOARD MEETING MINUTES  
MONDAY, MAY 18, 2020**

*Pursuant to Governor Baker’s March 12, 2020, Order suspending Certain Provisions of the Open Meeting Law MGL C. 30A, Sec. 18 and the Governor’s March 23, 2020 Emergency Order imposing strict limitations on the number of people that may gather in one place, the May 18, 2020, Personnel Board meeting was conducted via remote participation.*

**ATTENDANCE AND CALL TO ORDER**

Participating in the meeting via webinar were: Joseph Emerson, Jr., Chair; Robert Shea, Vice Chair; Douglas Hyde, Member; Rory Laughna, Member; Rachel Lipton, Member; Christopher Coleman, Town Administrator, Todd Korchin, Director of Public Works; Joan Courtney Murray, Human Resources Director; and Linda Unger, Recording Secretary.

Chair Emerson called the meeting to order at 7:30 p.m. via roll-call attendance of Personnel Board members:

Robert Shea	Present
Douglas Hyde	Present
Rory Laughna	Present
Rachel Lipton	Present

**ACTION ITEMS**

- Discussion of revised job description for “Executive Assistant”**

The Human Resources Director introduced a revised job description for “Executive Assistant,” which is a position in the Town Administrator/Select Board Office. The position is currently filled on an interim basis. The discussion was turned over to the Town Administrator who commented that being new to the job description review process in Westwood, as a first step he is seeking feedback from the Personnel Board on the revisions and proposed title change to the Executive Assistant job description. He also stated that as a vacancy occurs, he feels it is a good time to review the job description and make updates before recruitment begins. The Board reviewed the revised job description and stated it saw no objection to the edits made. The Town Administrator anticipates a final draft revision will be presented for the Personnel Board’s approval at a future meeting.
- Discussion of placement of Recreation Director position on ATP Compensation Plan**

The Recreation Director position is currently filled on an interim basis following a vacancy that occurred in February 2020. It is anticipated that recruiting for a permanent Recreation Director will take place by summer’s end and, with that in mind, the Personnel Board is asked to reconsider the current grade placement of the position on the ATP Compensation Plan. The Board was presented with comparative salary data for a similar position in neighboring communities along with FY20 salary information from

a much larger group of communities in Massachusetts. The data shows that Westwood’s salary range for this position has a lower maximum range than some comparable communities, which essentially may make it more difficult to recruit for the position when Westwood goes out to the market to hire. It was commented that figures from neighboring communities are more relevant as they are competitors when recruiting for specific positions. The discussion ended with a request to reach out to a consultant who will be retained to pull together salary data over the summer on a number of positions on the ATP Compensation Plan.

- **Review revised job description for “Facilities Manager” and recommend placement on the ATP Compensation Plan**

The Human Resources Director began the discussion on a revised job description for “Facilities Manager,” a position that reports to the Director of Public Works. Substantive changes were written into the draft job description and a new title of “Facilities Director” is proposed. The Director of Public Works added comments on how the position has become more technology driven due to the evolution of new buildings and energy efficiencies in place, along with anticipated upgrades to current infrastructure. In addition, the position has acquired added responsibilities due to factors such as the impact of new OSHA requirements for the public sector, capital planning for projects, and the creation of a custodial department which reports to this position. The Town Administrator stated that this position was scheduled for review earlier in the year, but with other pressing challenges, it was put on the back burner. Therefore, he requests that if an upgrade is approved, it is made retroactive to January 1.

- R. Lipton motioned to approve the revised job description as edited, to retitle the position to “Facilities Director”, and to place the position at Grade 13 on the ATP Compensation Plan; D. Hyde seconded. Roll call:

R. Shea	Aye
D. Hyde	Aye
J. Emerson, Jr.	Aye
R. Laughna	Aye
R. Lipton	Aye

Vote: 5-0-0; Unanimously Approved

- R. Lipton motioned to place the incumbent at the ATP Grade 13 Level 2 annual salary of \$80,066 retroactive to January 1, 2020; R. Laughna seconded. Roll call:

R. Shea	Aye
D. Hyde	Aye
J. Emerson, Jr.	Aye
R. Laughna	Aye
R. Lipton	Aye

Vote: 5-0-0; Unanimously Approved

- Meeting minutes from June 11, 2019 and November 5, 2019**  
 R. Lipton motioned to approve the June 11, 2019, minutes as written; D. Hyde seconded. Roll call:

R. Shea	Aye
D. Hyde	Aye
J. Emerson, Jr.	Aye
R. Laughna	Aye
R. Lipton	Aye

Vote: 5-0-0; Unanimously Approved

R. Shea motioned to approve the November 5, 2019, minutes as written; R. Laughna seconded. Roll call:

R. Shea	Aye
D. Hyde	Aye
J. Emerson, Jr.	Aye
R. Laughna	Aye
R. Lipton	Aye

Vote: 5-0-0; Unanimously Approved

**DISCUSSION ITEMS**

- Process for General Review of Personnel Policies**  
 The Human Resources Director spoke to the need for a general review and update of the Personnel Policies over the next 12-18 months. The Board was asked to submit policies that may help with this process, e.g., Social Media Policy, Code of Conduct, etc. The Board suggested that any revisions to the Personnel Policies should be presented in groups, so as to facilitate an effective policy adoption process.

**NEXT MEETING:** JUNE 15, 2020 AT 7:30 P.M.

**ADJOURNMENT**

- R. Shea motioned to adjourn; D. Hyde seconded. Roll call:

J. Emerson, Jr.	Aye
R. Laughna	Aye
R. Lipton	Aye
R. Shea	Aye
D. Hyde	Aye

Vote: 5-0-0; Unanimously Approved

The meeting adjourned at 9:30 p.m.