

**PERSONNEL BOARD MEETING MINUTES  
MONDAY, JUNE 22, 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 June 22, 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; Christopher Coleman, Town Administrator; Joan Courtney Murray, Human Resources Director; and Linda Unger, Recording Secretary. Board Member Rachel Lipton was not present.

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	Not Present

**ACTION ITEMS**

- **Approve revised job description for “Executive Assistant” and place on ATP Compensation Plan**

The revised job description for “Executive Assistant” discussed at the May 18, 2020, Personnel Board meeting was reintroduced for approval. The Human Resources Director stated that a few minor edits (noted in blue type) were made since the Board’s initial review of the document. The Town Administrator commented that no reclassification of the position is requested, however, a title change to “Assistant to the Town Administrator” more accurately reflects the duties of the position. The Board reviewed the final draft copy, obtained clarification of some content in the “Job Environment” section and requested a minor edit.

- D. Hyde motioned to approve the revised job description as edited, update the title to “Assistant to the Town Administrator”, and keep the position classified at Grade 12 on the ATP Compensation Plan; R. Laughna seconded. Roll call:

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

Vote: 4-0-0; Unanimously Approved by Attending Members

- **Meeting minutes from May 18, 2020**

R. Shea motioned to approve the May 18, 2020, minutes as written; D. Hyde seconded. Roll call:

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

Vote: 4-0-0; Unanimously Approved by Attending Members

**DISCUSSION ITEMS**

- **Process to Amend Personnel Policies**

The Human Resources Director and Town Administrator asked for clarification of the process to make a minor change to a Personnel policy, i.e., must Section 7 of the Personnel Bylaw (“Adoption and Amendment of Personnel Policies”) be strictly followed? For example, Personnel Policies Section 9-2. “*Recognized Holidays*” states that the Town observes 11 specific holidays, but it is ambiguous what day should be set aside for observance when a holiday falls on Saturday. Federal and State law may not always align regarding timing of Saturday holiday observance. The Board stated that when a change is made to any Personnel policy the process must be followed as outlined in Section 7 of the Personnel Bylaw, whereas, the interpretation of the policy can be made at the local level.

**NEXT MEETING:** TO BE DETERMINED

**ADJOURNMENT**

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

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

Vote: 4-0-0; Unanimously Approved by Attending Members

The meeting adjourned at 8:25 p.m.