

**PERSONNEL BOARD MEETING MINUTES
WEDNESDAY, FEBRUARY 10, 2021**

ATTENDANCE AND CALL TO ORDER

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 February 10, 2021, Personnel Board meeting was conducted via remote participation.

The meeting was called to order at 7:35 p.m. The following Personnel Board members were in attendance:

Joseph Emerson	Present (at 7:48 p.m.)
Douglas Hyde	Present
Rory Laughna	Present
Rachel Lipton	Present

Others Present: Jim O’Sullivan, Town Moderator; Dorothy Powers, Town Clerk; Joan Courtney Murray, Human Resources Director; Linda Unger, Recording Secretary; and Robert Shea, former Board Member.

Until such time as the Personnel Board Chair was able to join the meeting, an alternate member was asked to serve as “Chair pro tempore”. Douglas Hyde volunteered.

- R. Laughna moved to name Douglas Hyde as Chair pro tempore; R. Lipton seconded.

Farewell Tribute to Robert Shea

- D. Hyde invited Robert Shea to address the meeting attendees. Due to Mr. Shea’s recent relocation from Westwood, he is ineligible to serve as a member of the Personnel Board, a position he held since 1994. Mr. Shea spoke of the high level of professionalism consistently shown by various board members, town employees and elected officials with whom he came in contact during his 26-year tenure. In return, Board Members thanked Mr. Shea for his many valuable contributions and wise counsel over 2+ decades of service. All agreed that he will be missed on many levels, notwithstanding his outstanding sense of humor. After a brief farewell presentation, Mr. Shea excused himself from the meeting.

Swearing-In of Personnel Board Reappointments

- Joseph Emerson, Jr., and Rachel Lipton were sworn in by the Town Clerk to a three-year reappointment to the Personnel Board ending after the 2023 Annual Town Meeting. Town Moderator J. O’Sullivan asked meeting attendees for suggestions of potential members to fill the vacancy left by Robert Shea. He added that he would like the Board to have as much diversity as possible. R. Lipton may have a name to offer and will check with the candidate to gauge interest in joining the Personnel Board before proceeding with introductions.

APPOINTMENTS TO COME BEFORE THE BOARD

- Town Clerk D. Powers presented a job description for *Administrative Assistant, Town Clerk’s Office*. The Assistant Town Clerk position was vacated in August 2020, which provided an opportunity to rethink the needs of the department and restructure accordingly. Examples were given of how the Town Clerk’s office has evolved over the past decade and why it is felt there is greater need at this time for a strong administrative assistant. Both the *Assistant Town Clerk* and *Administrative Assistant* positions are in the SEIU union.

ACTION ITEMS

- **Approve job description for “Administrative Assistant – Town Clerk’s Office” and recommend placement on the SEIU Compensation Plan**

At the Board’s request, the Town Clerk spoke briefly to some of the differences in duties and functions listed within the Assistant Town Clerk vs. Administrative Assistant job descriptions. The Board reviewed the *Administrative Assistant* job description and requested two minor edits to the document. The following action was taken:

- D. Hyde motioned to approve the job description as amended; R. Lipton seconded. Roll call:

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

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

- R. Lipton motioned to recommend the *Administrative Assistant – Town Clerk’s Office* be placed at Grade 6 on the SEIU Compensation Plan pending ratification by the SEIU; D. Hyde seconded. Roll call:

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

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

- **Approve FY22 ATP and Library ATP Compensation Plans, and Recreation PTSO Compensation Plan for Calendar Year 2021**

- R. Lipton motioned to approve the FY22 ATP Compensation Plan; D. Hyde seconded. Roll call:

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

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

- R. Lipton motioned to approve the FY22 Library ATP Compensation Plan; R. Laughna seconded. Roll call:

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

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

- D. Hyde motioned to approve the Recreation PTSO Compensation Plan for Calendar Year 2021; R. Laughna seconded. Roll call:

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

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

- **Election of Personnel Board Vice Chair**

- R. Lipton motioned to elect Douglas Hyde as Personnel Board Vice Chair; R. Laughna seconded. Roll call:

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

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

- **Meeting minutes from June 22, 2020**

- D. Hyde motioned to approve the June 22, 2020, minutes as read; R. Laughna seconded. Roll call:

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

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

ADJOURNMENT

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

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

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

The meeting adjourned at 8:50 p.m.