

**PERSONNEL BOARD  
MEETING MINUTES  
AUGUST 9, 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 August 9, 2021, Personnel Board meeting was conducted via remote participation.*

The meeting was called to order at 7:04 p.m. Personnel Board members in attendance:

Joseph Emerson, Chair	Present
Douglas Hyde, Vice-Chair	Present
Celeste Goldkamp	Present
Rory Laughna	Present
Rachel Lipton	Present

Other Attendees: Richard Adams, Jr., Recreation Director; John Deckers, Fire Chief; Joan Courtney Murray, Human Resources Director; Linda Unger, Recording Secretary.

**APPOINTMENTS TO COME BEFORE THE BOARD**

- Recreation Director Richard Adams presented a job description for *Assistant Director of Recreation*. This is a new position which will oversee 3 full-time staff: an Aquatics Manager and 2 Program Managers, in addition to overseeing the hiring and supervising of approximately 100 seasonal staff members. The position will have responsibility for all things program related, such as marketing and capital projects. Mr. Adams explained that the *Assistant Director of Recreation* position will create valued redundancy insofar as having the ability to step into other Recreation positions if needed, and will provide greater capacity to focus on programming. The Recreation Department has experienced more than 50% growth in program registrations the past few years. It was noted that 75% of the funding for the position will come from program revenues.
- John Deckers, Fire Chief, presented a job description for *Assistant Fire Chief of Operations*. The recent retirement of the Deputy Fire Chief provided an opportunity to assess the department's needs which led to the development of a redefined role. Both the Deputy Fire Chief and the Assistant Fire Chief of Operations are non-union positions. There is no plan to add additional personnel to the Fire Department at this time. Essentially, the new position is a modification of the Deputy Fire Chief's job description and reflects a "true second in command" missioned with overseeing 40 individuals and serving as an

Incident Commander at fire scenes. The position also presents opportunity for succession planning.

**ACTION ITEMS**

- **Assistant Director of Recreation Job Description**

The Board reviewed the *Assistant Director of Recreation* job description taking into consideration comments and responses given in the Recreation Director’s presentation. The Board requested edits to two items referencing Aquatics oversight and then took the following action:

- R. Lipton motioned to approve the *Assistant Director of Recreation* job description as amended and to place the position at Grade 12 on the ATP Compensation Plan; R. Laughna seconded. Roll call:

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

Vote: 5-0-0; Unanimously Approved

- **Assistant Fire Chief of Operations Job Description**

At the conclusion of the Fire Chief’s presentation, the Board considered the job description for *Assistant Fire Chief of Operations* and concluded that the job description was more of an update to the Deputy Fire Chief’s role. With that in mind, the following action was taken:

- D. Hyde motioned to approve the job description for *Assistant Fire Chief of Operations*, formerly titled *Deputy Fire Chief*, and to keep placement of the position at Grade 14 on the ATP Compensation Plan; R. Lipton seconded. Roll call:

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

Vote: 5-0-0; Unanimously Approved

- **The request to approve an Education Incentive stipend for Officer S. Pillai was tabled for a future Personnel Board meeting at which time supporting documentation will be included.**

- **Meeting minutes from February 10, 2021**

- D. Hyde motioned to approve the February 10, 2021, minutes as read; R. Laughna seconded. Roll call:

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

Vote: 5-0-0; Unanimously Approved by Attending Members

**NEXT MEETING SCHEDULED:** October 4, 2021 at 7:00 p.m.

**ADJOURNMENT**

- C. Goldkamp motioned to adjourn; R. Lipton seconded. Roll call:

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

Vote: 5-0-0; Unanimously Approved by Members

The meeting adjourned at 8:10 p.m.