

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

The Personnel Board meeting was called to order at 7:30 p.m. Roll Call:

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

Other Attendees: Joan Courtney Murray, Human Resources Director; Linda Unger, Recording Secretary.

APPOINTMENTS TO COME BEFORE THE BOARD

ACTION ITEMS

- **Recreation Director Job Description**

The Board reviewed an updated job description for *Recreation Director* in which more budgetary and financial responsibilities have been added while other responsibilities have shifted to the Assistant Recreation Director. The Board requested a few minor edits to the document and, subsequently, took the following action:

- R. Lipton motioned to approve the updated *Recreation Director* job description and to keep the position at Grade 13 on the ATP Compensation Plan; R. Laughna seconded. Roll call:

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

Vote: 4-0; Approved

- **Library Assistant Job Description**

A revised job description for *Library Assistant* was presented for the Board's review and approval. The revised document consolidates the functional areas of three separate Library Assistant job descriptions into a more general format. It

also provides more flexibility and skill building for employees in this role. After some discussion, the Board took the following action:

- R. Lipton motioned to approve the job description for *Library Assistant* and to keep the position at Grade L-5 on the Library ATP Compensation Plan; R. Laughna seconded. Roll call:

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

Vote: 4-0; Approved

- **Recreation PTSO Compensation Plan for 2022**

An updated Recreation PTSO Compensation Plan for 2022 was submitted for the Board’s review and approval. In addition to the increase in Massachusetts’ minimum wage on January 1, 2022, the compensation plan addresses the need to establish a more competitive rate for aquatics positions. The updated document factors in wage compression, competitive salaries, and reordering of positions within grades.

- R. Laughna motioned to approve the Recreation PTSO Compensation Plan for 2022 (presented as Attachment B); C. Goldkamp seconded. Roll call:

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

Vote: 4-0; Approved

- **Meeting minutes from August 9, 2021**

- C. Goldkamp motioned to approve the August 9, 2021, minutes as presented; R. Lipton seconded. Roll call:

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

Vote: 4-0; Approved

DISCUSSION ITEMS

The Board was asked for perspective on when to observe state holidays that fall on Saturday. The *Personnel Policies* state that observance will follow Massachusetts guidelines. The Board commented that the Town Administrator can interpret policy at the local level and there is no need to amend the *Personnel Policies* if observance is deemed more appropriate on the Friday that precedes the Saturday holiday.

NEXT MEETING: January 11, 2022 at 7:00 p.m.

ADJOURNMENT

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

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

Vote: 4-0; Approved

The meeting adjourned at 8:30 p.m.