

**PERSONNEL BOARD MEETING MINUTES  
TUESDAY, MARCH 15, 2022  
REMOTE PARTICIPATION**

**ATTENDANCE AND CALL TO ORDER** - Pursuant to Governor Baker’s June 16, 2021 Order extending Certain Provisions of the Open Meeting Law MGL C. 30A, §18, and an extension to allow for remote participation until July 15, 2022; the March 15, 2022, Personnel Board meeting will be conducted via remote participation by the Board.

The Personnel Board meeting was called to order at 7:00 p.m. Roll call:

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

Other Attendees: Christopher Coleman, Town Administrator; Nora Loughnane, Director of Community and Economic Development; Joan Courtney Murray, Director of Human Resources; and Linda Unger, Recording Secretary

**APPOINTMENTS TO COME BEFORE THE BOARD**

- Christopher Coleman introduced a job description for *Assistant Town Administrator/Director of Human Resources*, and requested the Board’s approval of same. The document is a revised and expanded version of the current *Director of Human Resources* job description. Mr. Coleman pointed out that this hybrid position is being seen more frequently in other communities, and while the title includes “Assistant Town Administrator” (ATA), the core functions within the job description are focused on Human Resources, similar to the distinct role carried out by the ATA/Finance Director. The current Director of Human Resources is stepping down at the end of June, and Mr. Coleman feels the upgraded job description and title will attract a different pool of candidates.

Board members asked how the two “Assistant Town Administrators” would interact. Mr. Coleman stated that each year the Select Board determines the “chain of command” if the Town Administrator is unavailable to serve and, therefore, there would be a defined succession of authority. Mr. Coleman also stated that the ATA/Director of Human Resources position would become effective July 1, 2022.

- Nora Loughnane, Director of Community and Economic Development (CED), presented a job description titled *Zoning and Licensing Agent* for the Board’s review and approval. The new job description melds together some of the essential duties from two existing job descriptions: *Housing and Zoning Agent* and *Land Use and Licensing Specialist*. Ms. Loughnane explained that the Zoning component of the first job description and the Licensing section from the second job description share similarities and require an

equivalent skill set, i.e., strong attention to detail, the ability to work cooperatively with various Boards, and coordination and follow through with community businesses. The Zoning aspect of the position is demanding and critical to CED, whereas, Licensing, while essential, is not a full time activity. Combining the two functions into the same job description lends itself to more efficiencies and stronger economic development of the Town. The remaining functions in the two job descriptions, namely, Housing and Land Use (Planning) will be given more thought as potential for regional synergies may arise. The request was made to keep the *Land Use & Licensing Specialist* position on the Administrative, Technical and Professional (ATP) Compensation Plan for now.

**ACTIONS TAKEN**

- Having discussed the *ATA/Director of Human Resources* job description with the Town Administrator and receiving clarification to their questions, the Board made one further requested to edit the years of experience required for the position. The following action was taken:

- R. Lipton motioned to approve the revised job description as amended with the title of *Assistant Town Administrator/Director of Human Resources*; C. Goldkamp seconded. Roll call:

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

Vote: 5-0; Unanimously Approved

- R. Lipton motioned to place the *Assistant Town Administrator/Director of Human Resources* at Grade 16 on the ATP Compensation Plan effective July 1, 2022; D. Hyde seconded. Roll call:

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

Vote: 5-0; Unanimously Approved

- Personnel Board members confirmed with the Director of CED that there would be no budget issue presented if the new job description for *Zoning and Licensing Agent* were to be approved. The *Land Use and Licensing Specialist* position will remain on the ATP Compensation Plan for now, and the *Housing and Zoning Agent* position will be eliminated. Upon concluding the discussion and requesting a small edit in the document, the Board took the following action:

- R. Laughna motioned to approve the *Zoning and Licensing Agent* position as amended and to place the position at Grade 10 on the ATP Compensation Plan effective March 15, 2022; C. Goldkamp seconded. Roll Call:

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

Vote: 5-0; Unanimously Approved

- Fiscal Year 2023 Compensation Plans were reviewed in consideration of the actions taken during the meeting. The Board voted as follows:

- C. Goldkamp motioned to approved the **Administrative, Technical and Professional Compensation Plan** for FY23 with the *Assistant Town Administrator/Director of Human Resources* position included at Grade 16, the *Zoning and Licensing Agent* position included at Grade 10, and the removal of the *Housing and Zoning Agent* position from Grade 10; R. Lipton seconded. Roll call:

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

Vote: 5-0; Unanimously Approved

- D. Hyde motioned to approve the **Library Administrative, Technical and Professional Compensation Plan** for FY23 as presented; R. Laughna seconded. Roll call:

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

Vote: 5-0; Unanimously Approved

- The **PTSO Compensation Plan** for FY23 included two positions not previously listed: Carer of Graves and Energy Manager. The Director of Human Resources explained that the Carer of Graves is a new position; the Energy Manager is a position that began as temporary but is now considered a permanent position and, therefore, listed on the PTSO Compensation Plan. The Traffic Supervisors' rates shown on the PTSO Compensation Plan will change soon as the FY23

contract has been settled and is awaiting ratification. In anticipation of several Collective Bargaining Agreements nearing settlement, the Board decided to wait until the next meeting to approve the remaining Compensation Plans: PTSO, SEIU, DPW, Fire, and Police.

- Meeting minutes from November 9, 2021
  - R. Lipton motioned to approve the November 9, 2021, minutes as read; R. Laughna seconded. Roll call:

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

Vote: 4-0-1; 4 Approved; 1 Abstained

**DISCUSSION ITEMS**

- Personnel Board members were asked to return the signed Acknowledgment Form for the “Conflict of Interest Law for Municipal Employees” to the Human Resources Office or directly to the Town Clerk which will indicate that each member received a copy of the document.

**NEXT MEETING:** APRIL 12, 2022 AT 7:00 P.M.

**ADJOURNMENT**

- C. Goldkamp motioned to adjourn the meeting; R. Laughna seconded. Roll call:

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

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

The meeting adjourned at 8:32 p.m.