

**PERSONNEL BOARD MEETING MINUTES  
TUESDAY, JUNE 7, 2022**

*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 June 7, 2022, Personnel Board meeting will be conducted via remote participation by the Board.*

**ATTENDANCE AND CALL TO ORDER**

The Personnel Board Chair called the meeting to order at 7:05 p.m. Roll call:

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

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

**PUBLIC HEARING**

- At 7:10 PM, the Personnel Board meeting transitioned to a Public Hearing to discuss a proposed amendment to the *Personnel Policies*, Section 9.2 “Recognized Holidays.” The amendment addresses the inclusion of Juneteenth Independence Day as a Recognized Holiday, and also clarifies the day of observance when a holiday falls on a Saturday or Sunday. In accordance with Section 7 of the Personnel Bylaw, all requirements to conduct a Public Hearing were met. No public joined the remote participation meeting.

The Personnel Board reviewed the amended policy and agreed that Juneteenth Independence Day should be included in the *Personnel Policies* as a Recognized Holiday since it is legally both a state and federal holiday. The Board was also in agreement with the proposed wording that designates when weekend holidays are to be observed.

- D. Hyde motioned to recommend to the Select Board (BOS) that Section 9.2 of the *Personnel Policies* be amended to include Juneteenth Independence Day as a Recognized Holiday, and that holidays that fall on a Saturday are to be observed on the preceding Friday and Sunday holidays are to be observed on the following Monday; C. Goldkamp seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

- D. Hyde motioned to close the Public Hearing and redirect to address further agenda items; J. Emerson seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

**APPOINTMENTS TO COME BEFORE THE BOARD**

- Police Chief Jeffrey Silva joined the meeting to present and support a petition from one of his Police Officers to receive the full education stipend for his Bachelor of Science in Management. The petition follows the language in the Westwood Police Association Collective Bargaining Agreement which provides for an increased education stipend for officers with non-Criminal Justice degrees, pending approval by the Personnel Board. Chief Silva spoke to the need for consistency in practice since other Police Officers have requested and received the full education stipend for their non-Criminal Justice degrees. He also stated there is well-established data about the benefits of enhanced education and policing in the practical and actual lens.

- R. Laughna motioned to approve the petition for a full education stipend for Officer Paul Messina per terms of the Westwood Police Association Collective Bargaining Agreement; D. Hyde seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

- A revised job description for the *Assistant Town Administrator/Finance Director* was presented to the Board for review and approval. The job description was last reviewed in 2006 and the essential functions, best financial practices and areas of responsibility needed updating. As the incumbent will be resigning in Fall of 2022, an accurate job description is necessary to the recruiting effort. The Board requested several edits to the document and the following action was taken:

- C. Goldkamp motioned to approve the revised job description as amended and to keep the position placed at Grade 16 on the Administrative, Technical and Professional (ATP) Compensation Plan; R. Laughna seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

- The Personnel Board addressed the agenda item to approve a job description for *Director of Human Services* and to place the position on the ATP Compensation Plan. This is a new position reporting to the Town Administrator. It will oversee current Town departments that fall under the umbrella of “human services”, i.e., Recreation, Library, Youth & Family Services, Council on Aging and Veterans’ Services. The Board reviewed the document with a suggestion to edit the paragraph regarding “Supervision Given”, so that it better describes direct supervision vs. team supervision responsibilities. Upon concluding the discussion and requesting a small edit in the document, the Board took the following action:

- D. Hyde motioned to approve the *Director of Human Services* job description with edits and to place the position at Grade 15 on the ATP Compensation Plan; R. Laughna seconded. Roll Call:

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

Vote: 4-0; Unanimously Approved

- **Meeting minutes from March 15, 2022**
  - R. Laughna motioned to approve the March 15, 2022, minutes as written; C. Goldkamp seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

**DISCUSSION ITEMS**

- Personnel Board members were reminded to return the signed Acknowledgment Form of the “Summary of the Conflict of Interest Law for Municipal Employees” to the Human Resources Office or directly to the Town Clerk.

**NEXT MEETING:** TBD

**ADJOURNMENT**

- R. Laughna motioned to adjourn the meeting; D. Hyde seconded. Roll call:

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

Vote: 4-0; Unanimously Approved

The meeting adjourned at 8:06 p.m.