

**PERSONNEL BOARD MEETING MINUTES
NOVEMBER 6, 2023**

Pursuant to Chapter 2 of the Acts of 2023, on March 29, 2023, Governor Maura Healey signed into law An Act Making Appropriations for the Fiscal Year 2023 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects. This Act includes an extension, until March 31, 2025, of the remote meeting provisions. On November 6, 2023, the Personnel Board meeting was conducted via remote participation by the Board.

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Chair D. Hyde via Zoom Webinar remote participation. Attendance:

Lamars Hughes, Member	Present
Rachel Lipton, Vice Chair	Present
Joan Courtney Murray, Member	Present
Douglas Hyde, Chair	Present
Celeste Goldkamp	Absent

Meeting Attendees: Molly Kean, Assistant Town Administrator/Human Resources Director; Stephanie McManus, Assistant Town Administrator/Finance Director; Nora Loughnane, Director, Community & Economic Development; Michael Perkins, Building Commissioner; and Linda Unger, Recording Secretary.

APPOINTMENTS TO COME BEFORE THE BOARD

- Stephanie McManus addressed the Personnel Board regarding a job description for Budget Director. This is a new position in the Finance Department that aligns with, but does not replace, the Financial Analyst position, currently at Grade 11 on the ATP Compensation Plan. The job description for Budget Director incorporates a broader range of authority than Financial Analyst and includes collaboration with all departments to achieve a balanced budget by the end of each year. Additionally, Ms. McManus provided insight into potential future staffing changes within the Finance Department, pending the outcome of a Home Rule Petition filed with the State to change the elected positions of Town Treasurer and Tax Collector to appointed positions. After brief discussion of the Budget Director job description, the Board took the following action:
 - R. Lipton moved to approve the Budget Director job description with edits noted and to place the position at Grade 12 on the ATP Compensation Plan; L. Hughes seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
L. Hughes	Aye
D. Hyde	Aye
C. Goldkamp	Absent

- A revised job description for Payroll Coordinator, also under the Finance Department, was discussed. Currently unfilled, the position is in the Service Employees International Union (SEIU) and is placed at Grade 6 on the SEIU Compensation Plan. Payroll duties are presently performed by a Staff Accountant. Revisions and updates were made to the Payroll Coordinator job description to clearly identify the high level of responsibility required of the position. It was noted that approval of the job description and recommended placement on the SEIU Compensation Plan falls within the scope of the Personnel Board; however, the SEIU must ratify final placement of the position.
 - J. Courtney Murray motioned to approve the Payroll Coordinator job description as written and recommended placement at Grade 10 on the SEIU Compensation Plan pending ratification by the SEIU; R. Lipton seconded. Roll call:

J. Courtney Murray	Aye
L. Hughes	Aye
R. Lipton	Aye
D. Hyde	Aye
C. Goldkamp	Absent

- Nora Loughnane spoke to the Board about systems and personnel changes in the Building Division after the recent resignation of a long-serving Building Commissioner. A Building Division employee, Michael Perkins, was promoted to Building Commissioner and has worked with Ms. Loughnane to revise the job description which is currently at Grade 13 on the ATP Compensation Plan. The Board reviewed the revised job description which included updated responsibilities, attention to the regulations and compliance with revolving State and local building codes, and growth in the demands of the position. The Board considered the revisions in the job description and took the following action:
 - J. Courtney Murray motioned to approve the revised job description for Building Commissioner and to place the position at Grade 14 on the ATP Compensation Plan; R. Lipton seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
L. Hughes	Aye
D. Hyde	Aye
C. Goldkamp	Absent

- R. Lipton motioned to place the incumbent at the Grade 14 Level 7 annual salary of \$110,357; J. Courtney Murray seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
L. Hughes	Aye
D. Hyde	Aye
C. Goldkamp	Absent

- A second job description for review in the Building Division was Building Inspector. According to Mr. Perkins, no such title exists in the building industry. Along with other updates to the job description, he recommended the job description be titled “Local Inspector” which is the more appropriate title. The Building Inspector position is currently placed at Grade 12 on the ATP Compensation Plan. The Board reviewed the updated job description and took the following action:

- J. Courtney Murray motioned to approve the updated job description for Building Inspector with a title change to Local Inspector and to keep the position at Grade 12 on the ATP Compensation Plan; L. Hughes seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
L. Hughes	Aye
D. Hyde	Aye
C. Goldkamp	Absent

- Previously mentioned staff changes in the Building Division presented an opportunity to assess and reallocate responsibilities within the Division, resulting in a new position titled Building Division Specialist. The position is in the SEIU. The new job description addresses a broader scope of responsibilities and functions necessitated by increased construction and renovations within the Westwood community. The existing Administrative Assistant position will remain at Grade 7 on the SEIU Compensation Plan, however, it is thought that the Building Division Specialist position warrants a higher grade. The Board considered the revisions in the job description and took the following action:

- R. Lipton motioned to approved the Building Division Specialist job description and to place the position at Grade 9 on the SEIU Compensation Plan pending SEIU approval; J. Courtney Murray seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
L. Hughes	Aye
D. Hyde	Aye
C. Goldkamp	Absent

At the conclusion of the Personnel Board meeting, Molly Kean gave an update on a Massachusetts Department of Revenue grant that was applied for and awarded to the Town to assist in undertaking a much-anticipated compensation study. The grant was in the

amount of \$50,000 which is expected to fund a large portion of the study budgeted for FY25, but may be started in late FY24.

NEXT MEETING: TBD

ADJOURNMENT

- R. Lipton motioned to adjourn the meeting at 6:10 PM; L. Hughes seconded. Roll call:

R. Lipton	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye
C. Goldkamp	Absent