

**PERSONNEL BOARD MEETING MINUTES
FEBRUARY 27, 2024**

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 February 27, 2024, 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.
Roll Call:

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

Meeting Attendees: Molly Kean, Assistant Town Administrator/Human Resources Director; and Linda Unger, Recording Secretary.

ACTION ITEMS

The following seven job descriptions were presented to the Personnel Board for review and classification on the ATP Compensation Plan:

- Assistant Council on Aging (COA) Director. In light of the upcoming retirement of the COA Operations Manager, the existing job description was updated and, as presented, accurately reflects the responsibilities of the position. The position is currently placed at Grade 10 on the ATP Compensation Plan. There is no request to reclassify the position, but rather to accept the updates and retitle the position as Assistant Council on Aging Director. The Board discussed the updated job description, indicated edits to the document, and took the following action:
 - R. Lipton moved to approve the Assistant COA Director job description to include the edits noted and to keep the position classified at Grade 10 on the ATP Compensation Plan; C. Goldkamp seconded. Roll call:

J. Courtney Murray	Aye
R. Lipton	Aye
C. Goldkamp	Aye
D. Hyde	Aye

- Assistant Information Technology (IT) Director. A modest reorganization in the IT Department was put in place concurrent with the recent hiring of an IT Director. It includes a reallocation of service delivery for 1 of the 2 Computer Systems Analysts from 75% to 100% of their time being dedicated to the School Department. The 25% of IT service formerly dedicated to the Town side will be absorbed by the remaining Computer Systems Analyst. The added responsibilities warrant a revision to the Computer Systems Analyst job description, and with it a recommendation to upgrade the position and retitle it to Assistant IT Director. This will allow for both growth in the department and promotion possibilities.
 - R. Lipton motioned to approve the Assistant Information Technology Director job description with edits included and to place the position at Grade 12 on the ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

J. Courtney Murray	Aye
C. Goldkamp	Aye
R. Lipton	Aye
D. Hyde	Aye

- Director of Facilities. An updated Director of Facilities job description was presented in consideration of a comparable Facilities Director position in Westwood Public Schools. An internal analysis of the two positions indicates that the Town’s Director of Facilities (currently at Grade 13 on the ATP Compensation Plan) has responsibility for more buildings than their School counterpart and, in general, the buildings are older. There is disparity in the compensation between the higher-paid School position and the Town position and a more equitable salary range is sought. The Board discussed the facts presented and made the following motion:
 - C. Goldkamp motioned to approve the revised job description for Director of Facilities and to place the position at Grade 14 on the ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- C. Goldkamp motioned to place the incumbent at the Grade 14 Level 10 annual salary of \$118,843; R. Lipton seconded. Roll call:

J. Courtney Murray	Aye
C. Goldkamp	Aye
R. Lipton	Aye
D. Hyde	Aye

- Public Safety (PS) Telecommunicator. Before the Public Safety team begins recruitment for two upcoming Telecommunicator vacancies, a compensation study of comparable communities was conducted. The results show that Westwood is positioned lower than similar towns for this essential position. In order to remain competitive in the marketplace and attract and retain qualified candidates, the PS Telecommunicator job description, currently placed at Grade 8, was brought before the Personnel Board for reclassification. The Board addressed the request and took the following action:

- J. Courtney Murray motioned to approve the job description for Public Safety Telecommunicator and to place the position at Grade 9 on the ATP Compensation Plan; C. Goldkamp seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- C. Goldkamp motioned to place all Public Safety Telecommunicator incumbents at Grade 9 at the next highest Level consistent with the Personnel Board’s practice of granting a salary increase of 3% per Grade change; R. Lipton seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- Public Safety Communications Supervisor. The current job description for this position is the same as PS Telecommunicator, with a \$5,000 annual stipend added to the base salary to cover the additional responsibilities of Supervisor. It an attempt to accurately reflect the duties of the position and eliminate the need for a stipend payment, a new job description was created and titled accordingly. The Board considered the job description, stated edits that should to be made in the document, and took the following action:

- J. Courtney Murray motioned to approve the Public Safety Communications Supervisor job description with edits noted and to place the position at Grade 10 on the ATP Compensation Plan; R. Lipton seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
R. Lipton	Aye
D. Hyde	Aye

- Public Safety Communications Director. Additional responsibilities have been incorporated into the Public Safety Communications Manager job description, and with these updates a request is made to retitle the position as Public Safety Communications Director and reclassify the it from a Grade 12 to 13. The Board discussed the changes in the job description and took the following action:

- R. Lipton motioned to approve the Public Safety Communications Director job description with edits incorporated and to place the position at Grade 13 on the ATP Compensation Plan; J. Courtney Murray seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
R. Lipton	Aye
D. Hyde	Aye

- J. Courtney Murray motioned to place the incumbent the at Grade 13 Level 5 annual salary of \$93,784; C. Goldkamp seconded. Roll call:

C. Goldkamp	Aye
R. Lipton	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- Recreation Program Manager. A compensation study was conducted with communities of similar size and Recreation programming. The results indicate that Westwood is slightly behind in salary. A request is made to the Personnel Board to approve the revised job description and to reclassify the position at Grade 10. The Board discussed the changes in the job description and the market comparison and took the following action:

- R. Lipton motioned to approve the Recreation Program Manager job description and to place the position at Grade 10 on the ATP Compensation Plan; C. Goldkamp seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
R. Lipton	Aye
D. Hyde	Aye

- C. Goldkamp motioned to place the two incumbents at Grade 10 at the next highest Level consistent with the Personnel Board’s practice of granting a salary increase of 3% per Grade change; R. Lipton seconded. Roll call:

C. Goldkamp	Aye
R. Lipton	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- Minutes from the May 23 and November 6 meetings were reviewed with the following actions taken:

- J. Courtney Murray motioned to approve the May 23, 2023, Personnel Board meeting minutes as written; C. Goldkamp seconded. Roll call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
R. Lipton	Abstain
D. Hyde	Aye

- R. Lipton motioned to approve the November 6, 2023, Personnel Board meeting minutes as written; J. Courtney Murray seconded. Roll call:

R. Lipton	Aye
J. Courtney Murray	Aye
C. Goldkamp	Abstain
D. Hyde	Aye

OTHER BUSINESS:

Molly Kean gave an update on the Compensation and Reclassification study mentioned at the previous meeting. Bids are currently being accepted and the process is moving along well.

NEXT MEETING: TBD

ADJOURNMENT

- J. Courtney Murray motioned to adjourn the meeting at 6:15 PM; C. Goldkamp seconded. Roll call:

R. Lipton	Aye
J. Courtney Murray	Aye
C. Goldkamp	Aye
D. Hyde	Aye