

Personnel Board Meeting
Tuesday, September 14, 2021 6:00 PM
Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Chuck Murphy-Romboletti, Director of Human Resources

Tatiana Swanson, Assistant Director of Human Resources

Speakers:

Lee Newman, Director of Planning and Community Development

Call to order, roll call and remote participation disclosure

Ms. Hsu opened the Personnel Board meeting, conducted roll call of attendees and announced the remote participation of attendees and recording of meeting in accordance with Governor Baker's order, the result of the current health crisis.

New position description: Zoning Board of Appeals Specialist

Chuck Murphy-Romboletti, Director, explained that, together with Lee Newman, they had been working on a draft of a new job description for the Administrative Specialist position, to be re-classified as a Zoning Board of Appeals Specialist, due to its advancement into a more professional role, with more complex responsibilities and decision input. The position now has more administrative tasks, it provides support to the Planning Board that goes beyond its original clerical nature. Mr. Murphy-Romboletti explained that this position was not included in the recent Comp & Class Study conducted by the Town.

Ms. Newman further explained that the position has reached a more professional involvement in the tasks associated with supporting the Planning Board. This includes conducting site inspections, meeting with applicants and reviewing application materials, coordinating with other Town departments on permitting and participating in the decision drafting of the Zoning Board of Appeals. The current incumbent is now performing services that were not available to the public before.

Personnel Board members discussion included questions about how the workload was handled prior to the evolution of the job description, whether this is really a new job description vs. re-classification, and budget considerations in increasing the classification of the position.

Ms. Hsu asked is we are conducting an exercise of aligning the incumbent to the newly acquired responsibilities or elevating the incumbent to an enhanced role. Mr. Murphy-Romboletti agrees that an alignment is probably a better description. Mr. Lunetta agreed with the clarification and offered support.

Mr. Herlihy moved to vote to approve. Mr. Lunetta seconded the motion. The motion passed unanimously.

Revision to Policy #515 Employer Contribution to the Town-Offered Retirement Plan

Mr. Murphy-Romboletti explained that there is a small edit to the current policy which involves increasing the current Town contribution to the employee's retirement fund match from \$1,000 to \$1,500. Mr. Murphy-Romboletti offered that it has been a long time since an increase has been considered.

Mr. Lunetta asked why the contribution was a flat amount rather than a percentage. Mr. Murphy-Romboletti stated that historically, they have all been a flat amount across most employee group contracts.

Mr. Lunetta asked for an estimate on what this increase would signify financially.

Ms. Hsu asked what the is estimated to be Town's participation in this benefit. Mr. Murphy-Romboletti offered roughly 50%.

Mr. Lunetta moved to vote to approve. Mr. Herlihy seconded the motion. The motion passed unanimously.

Other business

Mr. Murphy-Romboletti states there is no other business.

Adjourn Regular Open Session, and open Executive Session

Ms. Hsu announced that the Board would into Executive Session with the purpose of discussing personnel matters. Ms. Hsu asked for a motion to enter Executive Session without returning to the open meeting. Mr. Herlihy moved to approved. Mr. Lunetta seconded. The motion passed unanimously.

Adjournment – 6:34 P.M.

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve, and Mr. Lunetta seconded. The meeting adjourned.