

Personnel Board Meeting
Wednesday, September 16, 2022 4:00 PM
Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Mark Fachetti, Member

John Burns, Member

Staff

Chuck Murphy-Romboletti, Director of Human Resources

Tatiana Swanson, Assistant Director of Human Resources

Speakers:

Carys Lustig, Director of Public Works

Call to order, roll call and remote participation disclosure

Ms. Hsu opened the Personnel Board meeting at 4:18 pm, 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 lingering health crisis.

Policy Revision: Personal Leave # 316

Chuck Murphy-Romboletti, Director, introduced a slight revision to this policy's section V, subsection D, "employees shall be entitled to payment of unused personal days at the time of separation from Town Service".

John Burns asked if carryover of the 2 days is allowed, Chuck Murphy-Romboletti stated that we do not.

Mark Frachetti asked where the funding would come from, Chuck Murphy-Romboletti stated that is budgeted within the personnel line of each department. Calculation for potential buybacks is included in the budget calculation.

Joseph Herlihy moved to vote to approve this change, Joe Burns seconded.

Roll call vote: Mr. Burns, yes. Mr. Herlihy voted yes. Mr. Fachetti voted yes. Mrs. Hsu voted yes. Unanimous.

Proposed Reclassification of DPW/Building Maintenance Positions:

Chuck Murphy-Romboletti, Director explained that as a result of the negotiations that resulted in the latest union contract, the following positions would be re-examined for reclassification: Electrician, plumber, HVAC technician and Carpenter, the recommendation is to move them to a Grade 7 on the pay scale, for accuracy of job classification.

Carys Lustig, Director of Public Works presented on justification. She explained the difficulty of finding skilled candidates in the trade positions. The most recent Comp and Class study lowered their classification and has caused issues in recruiting and retention of existing employees into these positions.

(See attached memos for specific justification, included in Board meeting packet)

Chuck Murphy-Romboletti further highlighted the importance of accurately reflecting the Town's priority in filling these positions, and our ability to remain competitive in the market.

Ms. Hsu asked when the positions were last reviewed, Chuck Murphy-Romboletti responded that the most recent review occurred in the Summer of 2018, which is on par with the usual time for revisions to comp and class studies.

Mr. Herlihy asked when it would become effective. Chuck Murphy-Romboletti responded that it would be effective July 1, 2022.

Mrs. Hsu asked for a motion to approve the changes as proposed.

Mr. Burns so moved. Mr. Herlihy seconded.

Roll call vote: Mr. Burns, yes. Mr. Herlihy voted yes. Mr. Fachetti voted yes. Mrs. Hsu voted yes. Unanimous.

Proposed Reclassification: Procurement Officer

Chuck Murphy-Romboletti clarify that the Town is not yet ready to be discussed or put to a vote, but rather, the Town is looking at potential reclassification in order to recruit a candidate, since efforts thus far have proving unsuccessful.

Schedule A revisions

To revise Schedule A based on previously approved reclassifications.

Mrs. Hsu asked for a motion to approve the changes as proposed.

Mr. Herlihy so moved. Mr. Fachetti seconded.

Roll call vote: Mr. Burns, yes. Mr. Herlihy voted yes. Mr. Fachetti voted yes. Mrs. Hsu voted yes. Unanimous.

New business

Mr. Murphy-Romboletti communicated that he presented at the last Select Board Meeting on the Town's DEI initiative. He said the Board was very supportive of our initiatives and that the recording is available online in the Town's YouTube channel.

Plan to meet in December to revise Schedule C's pay scales, to become effective January 1, 2023.
Meeting date TBD, no later than the SelectBoard's last meeting in December.

Ms. Hsu announced that she has done some outreach to fill the last seat remaining in the Personnel Board.

Mrs. Hsu asked for a motion to adjourn.

Ms. Burns called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy seconded.
Passed unanimously. The meeting adjourned.

Adjournment – 4:50 P.M.