

Personnel Board Meeting
Tuesday, June 16, 2022 4:00 PM
Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Kate Fitzpatrick, Town Manager

Tatiana Swanson, Assistant Director of Human Resources

Cecilia Simchak, Director of Finance and Admin for Public Services

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 Job Descriptions

Ms. Swanson read the job description for both new positions:

-Park Ranger: a new position created to be dedicated to the maintenance of Town parks and trails. The position is full time and will report to Parks and Forestry.

Ms. Simchak added that the position will also add oversight to the group using the facilities after hours.

Mr. Lunetta asked if the Town already has a candidate in mind for the position or will it be recruited. Ms. Simchak replied that it would be recruited, but there is some internal interest.

Ms. Hsu asked if the hours would vary based on events, Ms. Simchak replied that they are still trying to figure out the scheduled, possibly more mid-day start.

Ms. Hsu asked about the salary range, Ms. Swanson replied that is being classified as an entry Custodian position, \$22.24 - \$28.55 hourly, for FY2023

Mr. Herlihy moved to approve the position, Mr. Lunetta seconded.

Vote in favor is unanimous. (Rectified vote)

Lunetta: Yes

Herlihy: Yes

Hsu: Yes

-HVAC Supervisor: A supervisory role for HVAC technicians and contractors. It will oversee the entire HVAC preventive maintenance monitoring system, which is mostly digital in format, so technology skills will also be required.

Ms. Fitzgerald added that this is a critical priority for us, as is currently taking most of the Director of Building Maintenance band with as he is the only one with the skills to manage it currently.

No further discussion.

Mr. Herlihy moved to approve the position, Mr. Lunetta seconded.

Vote in favor is unanimous. (Rectified vote)

Lunetta: Yes

Herlihy: Yes

Hsu: Yes

New/Updated Policies:

-#302 - Military Leave Policy (New): Ms. Fitzpatrick highlighted the major changes to this policy, which now includes up to 40 days of leave for serving members, up from 17 days. This is to prevent members from having to use earned time to serve.

Mr. Lunetta moved to approve the updates to the policy, Mr. Herlihy seconded.

Lunetta: Yes

Herlihy: Yes

Hsu: Yes

Vote in favor is unanimous.

-#516 – Special Detail Worker (New): Ms. Fitzpatrick gave some background on the need for this policy, it aims to standardize the way detail workers are compensated and to allow other members of the department to work details. Most of the language has been in the police contract already.

Mr. Lunetta asked if retired non-police officers could apply to this position, Ms. Fitzpatrick replied that no, union can bargain over who could work detail, as its specific to staff working or that has worked for the Police Department.

Ms. Hsu asked if working detail affects the pension. Ms. Fitzpatrick replied that it could, but they have to manage it.

Mr. Lunetta moved to approve the new policy Mr. Herlihy seconded.

Herlihy: Yes

Lunetta: Yes

Hsu: Yes

Vote in favor is unanimous.

New business

No new business.

Adjournment – 4:28 P.M.

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

Herlihy: Yes

Lunetta: Yes

Hsu: Yes

Motion approved, the meeting adjourned.