

Minutes of the Hingham Personnel Board

February 4, 2020

The Personnel Board met on Tuesday February 4, 2020 at Hingham Town Hall. Present at the meeting were: David Pace, Chairman, Jack Manning, Russ Conn, and Smaiyra Million. Tom Mayo, Town Administrator, Michelle Monsegur, Assistant Town Administrator, and Lisa Campbell, Human Resources Director were also present.

1. David Pace, Chairman called the meeting to order at 6:30 pm.
2. The Minutes from the Personnel Board meeting held on January 10, 2020 were reviewed and upon motion duly made and seconded, it was:

VOTED: To approve the Minutes from the Personnel Board meetings held on January 10, 2020.

3. The Board then discussed a request by the Town Administrator to consider proposed changes to the personnel By-Laws. The result of those discussions will be represented in the Annual Personal Board Report, submitted as part of the Town Warrant.

4. The Board then considered a request to Approve Article E (Article 5) for the Town Warrant. After discussion and a review of the draft provided and upon motion duly made and seconded it was:

VOTED: To authorize the Approval of Article E (Article 5) for placement in the 2020 Town Warrant.

5. The Board then considered a request by the Town Administrator to approve a new job description for a Procurement and Contracts Manager. After discussion and a review of the materials provided and upon motions duly made and seconded it was:

VOTED: To create the position of Procurement and Contracts Manager

- VOTED:** To approve the Job Description for the Procurement and Contracts Manager as specifically modified in the meeting.

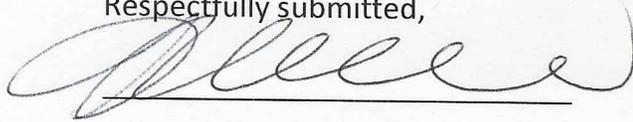
VOTED: To approve the placement of the position of Procurement and Contracts Manager at Grade 14 on the salary scale.

6. Lisa Campbell provided an update on Human Resources activities.

7. No Collective Bargaining Updates

There being no further business before the Board, the meeting was adjourned at 8:00 pm. The next meeting of the Personnel Board will be held on Thursday, March 12, 2020 at 6:30 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Smayra Million', written over a horizontal line.

Smayra Million

Personnel Board Member