

Minutes of the Hingham Personnel Board February 16, 2023

The Personnel Board met remotely via Zoom, as an alternative means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provisions of the Open Meeting Law. The Zoom meeting took place on Thursday February 16, 2023. Present on the video/call were David Pace, Courtney Orwig, Robert Curley, Jack Manning, and Lisa Campbell, HR Director. Assistant Town Administrator Michelle Monsegur, Police Chief David Jones and SSCC Director Kevin Whelan were also present during part the video/call.

1. David Pace called the meeting to order at 6:01 pm.

2. The Minutes from the Personnel Board meeting held on January 19, 2023 were reviewed and upon motion duly made and seconded, by a 4-0 vote, it was:

VOTED: To approve the Minutes from the Personnel Board meeting held on January 19, 2023.

3. The Board considered a request presented by Police Chief Jones for a step increase for a recently hired fully trained officer with the equivalent of an Associates Degree, to credit the officer with prior experience retroactive to his hire date. Upon motions duly made and seconded, by a 4-0 vote, it was:

VOTED: To move the officer to step PS-1E with his pay retroactive to his hire date.

4. The Board considered a request presented by Lisa Campbell, Human Resources Director to update the job description of the Benefits Coordinator position to reflect the enhanced job responsibilities of the Benefits Coordinator due to the transfer of the position from the Town Accountant's office to the Human Resources Department. Upon motion duly made and seconded, by a 4-0 vote, it was:

VOTED: To update and revise the job description of the Benefits Coordinator as proposed.

5. The Board considered a request presented by Lisa Campbell to reclassify the Benefits Coordinator position from Grade 5 to Grade 6 due to the positions enhanced responsibilities and to place the present Benefits Coordinator at Grade 6, step 3 and to maintain her current anniversary date. Upon motion duly made and seconded, by a 4-0 vote, it was voted:

VOTED: To reclassify the Benefits Coordinator position from Grade 5 to Grade 6, to place the present Benefits Coordinator at Grade 6, step 3 and to maintain her current anniversary date.

6. The Board considered a request presented by SSCC Director Whelan to place a newly hired Assistant Golf Superintendent with over 30 years' experience at Grade 6, Step 5 and to grant him one additional week of vacation. Upon motion made and duly seconded, by a 4-0 vote, it was:

VOTED: To place the newly hired Assistant Golf Superintendent at Grade 6, Step 5 and to grant him one additional week of vacation.

7. The Board considered a proposed amendment to Section 4 of the Personnel By-law, which had been previously discussed by the Board and favorably reviewed by the Moderator. After motion made and duly seconded, by a 4-0 vote, it was:

VOTED: To amend Section 4 of the Personnel By-law in the form proposed.

8. Review of Warrant Article D, Personnel Board Report, was deferred to the next meeting due to anticipated revisions.

9. The Board considered Warrant Article E, Salaries of Certain Town Officers. Upon motion made and duly seconded, by a 4-0 vote, it was:

VOTED: To approve Article E as submitted.

10. There were no HR updates.

11. The next meeting of the Board is expected to be at Town Hall on March 9,2023.

12. The Board then made a motion to enter into Executive Session at 7:02 pm(not to return to Open Session) to discuss strategy with respect to collective bargaining for the Teamsters, Local 25 Union pursuant to M.G.L. c.30A, sec.21(a)(3) because discussion in open session may have a detrimental effect on the bargaining position of the Town. The motion to enter into executive session was approved by a unanimous roll call vote.

There being no further business before the Board, the meeting adjourned at 7:09 pm.

Respectfully submitted,

/s/ Robert Curley, Secretary

Documents used:

Agenda

Draft Minutes of Meeting of January 19,2023

1/31/23 letter of Police Chief Jones

1/26/23 Memorandum of Lisa Campbell and attachments

2/15/23 Memorandum of SSCC Director Kevin Whelan and attachments

Proposed Amendment to Section 4 of the Personnel By-law

Draft Personnel Board Report – Article D
Article E – Salaries of Certain Town Officers

1.