

## Minutes of the Hingham Personnel Board

April 9, 2020

The Personnel Board met remotely by telephone, as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provision of the Open Meeting Law. The call took place on Thursday April 9, 2020. Present on the call were: David Pace, Chairman, Russ Conn, Courtney Orwig and Smaiyra Million. Tom Mayo, Town Administrator, Michelle Monsegur, Assistant Town Administrator, and Lisa Campbell, Human Resources Director were also present on the call.

1. David Pace, Chairman called the meeting to order at 6:30 pm.
2. Approval of the Minutes from the Personnel Board meeting held on March 5, 2020 were deferred until the May Meeting.
3. The Board discussed a request by the Town Administrator to consider reclassifying the position of the Building Maintenance Supervisor. After discussion and a review of the information provided and upon motion duly made and seconded it was:  
**VOTED:** To reclassify the position of the Building Maintenance Supervisor from Grade 11 to Grade 13.  
**VOTED:** To approve the placement of the Building Maintenance Supervisor at Grade 13, Step 6.
4. The Board considered a request by the Town Administrator to compensate the Elder Services Administrative Assistant while working outside of Grade. After discussion and a review of the materials provided this request was declined by the Board.
5. Lisa Campbell provided an update on Human Resources activities.

There being no further business before the Board, the call was adjourned at 7:30 pm. The next meeting of the Personnel Board will be held on Thursday, May 14, 2020 at 6:30 pm.

Respectfully submitted,



Smaiya Million

Personnel Board Member

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