

Minutes of the Hingham Personnel Board July 13, 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 July 13, 2023. Present on the video/call were David Pace, Russell Conn, Karen Johnson and Courtney Orwig. Tom Mayo, Town Administrator, Michelle Monsegur, Assistant Town Administrator, Lisa Campbell, HR Director, Keith Jermyn, Director of Veterans' Services, and Russell Tierney, Managing Director/Superintendent of Weir River Water System were also present on the video/call.

1. David Pace called the meeting to order at 6:03 pm.
2. The Board welcomed back Russell Conn as a Board member.
3. The Minutes from the Personnel Board meeting held on June 8, 2023 were reviewed and upon motion duly made and seconded, by a 3-0 vote with one abstention, it was:

VOTED: To approve the Minutes from the Personnel Board meeting held on June 8, 2023.

4. The Board considered a request to amend the job description for the Veteran's Services Administrative Assistant position. The position had previously been part time and was changed to a full-time position. Upon motions duly made and seconded, by a 4-0 vote it was:

VOTED: To approve the job description for the Veteran's Services Administrative Assistant position as amended at the meeting, including grammatical changes.

5. The Board then considered a request to approve the placement of the Veteran's Services Administrative Assistant on the Gov HR salary scale. Upon motions duly made and seconded, by a 4-0 vote it was:

VOTED: To approve the Veteran's Services Administrative Assistant at Grade 4 of the Gov HR salary scale.

6. The Board reviewed a request from the Managing Director/Superintendent of the Weir River Water System to approve the job description for the Assistant Water Superintendent position. Upon motions duly made and seconded, by a 4-0 vote, it was:

VOTED: To approve the job description of the Assistant Water Superintendent Position, as amended at the meeting, including grammatical changes.

7. The Board considered a request from the Managing Director /Superintendent of the Weir River Water System to approve the placement of the Assistant Water Superintendent position on the Gov HR salary scale. Upon motions duly made and seconded, by a 4-0 vote, it was:

VOTED: To approve the Assistant Water Superintendent position at Grade 11 of the Gov HR salary scale.

8. The Board then voted to go into Executive Session and not to resume in Open Session to discuss strategy with respect to collective bargaining with DPW pursuant to M.G. L. c.30A sec. 21(a)(3) because discussion in open session may have a detrimental effect on the negotiating position of the Town. David Pace- Aye, Russell Conn- Aye, Karen Johnson- Aye, Courtney Orwig- Aye.

There being no further business before the Board, the meeting adjourned at 7:00 pm. The next meeting of the Personnel Board will be held on Thursday, August 10, 2023 at 6:00 pm.

Respectfully submitted,

/s/ Courtney Orwig, Secretary

Documents used:

Agenda

Draft minutes from June 8, 2023 Personnel Board meeting

Position Description for Administrative Assistant for the Veterans' Services Department and GovHR Scoring Sheet

Position Description for the Assistant Water Superintendent, GovHR Scoring Sheet, and FY23 Salary Comps

GovHR Job Evaluation Instrument