

Human Resources Board

Subject: Minutes of Meeting held on Monday, October 23, 2023

Present: Mark Gleckman, Anthony Antico, John Ferrara, Lynne Peabody, Diane Doyle, Patty Fisher

Excused: None

Convened: 4:03 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:03 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on September 25, 2023. The motion was made by Patty Fisher and seconded by John Ferrara. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Mark Gleckman reported that the search for a new Fire Chief has been completed. The candidate will be put before the November 14th Select Board meeting for appointment. Contract negotiations are currently underway. One of the open Full Time Firefighter positions has been filled with Jordan Hebert starting on October 23rd. Jannine Vaciliou started on September 27 with the Council on Aging as the new Outreach Coordinator. Patty Fisher reported that the Town of Newbury is still seeking Part Time Police Officers with certifications, Part Time Emergency Dispatchers, Recycling Coordinator (stipend position), a regional Veteran's Services Director and snow plow drivers.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None – No changes to COVID protocol. All employees appear to be complying with recommended CDC guidelines.
7. **Other Business:**
 - The proposed language changes in the Personal Policy are still under review with Town Counsel. The HR Board had requested the definition of "family members" as it relates to various sections of the Policy be reviewed for accuracy and appropriateness. Based upon Town Counsel's findings, the HR Board will consider what if any changes will be presented to the Select Board.
 - Diane Doyle reported that the MMA Benchmark system is still not in operation and insufficient data is available to start the Compensation analysis that had been previously discussed. In addition, there have been no final results from the salary surveys from Manchester-By-The-Sea or Newburyport which the Town of Newbury had participated. Further update to come at the November 27th HR Board meeting.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, November 27, 2023 at 4:00 pm in person in the 2nd Floor Hearing Room, 12 Kent Way, Byfield, MA 01922.
9. A motion was made by Anthony Antico and seconded by Lynne Peabody to adjourn at 4:31 pm.

Adjourned: Approximately 4:31 PM

Scribe: Diane M. Doyle