TOWN OF NEWBURY
Human Resources Board

Subject: Minutes of Meeting Held on Monday, November 22, 2021

Present: Mark Gleckman, Diane Doyle, Anthony Antico, John Lucey

Excused: John Ferrara

Convened: 4:02 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:02 PM. Meeting notice requirements were communicated and complied with. A quorum was present.

2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on October 25, 2021. The motion was made by John Lucey and seconded by Diane Doyle. Vote was unanimous.

3. **Employee Issues:** None

4. **Personnel Actions and Job Vacancies:** John Lucey reported the Police Department is continuing its recruitment efforts for Emergency Communication Officers.   A part-time dispatcher has been appointed and two additional full-time positions are currently being posted. Diane Doyle reported that the DPW Mechanic position has been filled with the candidate starting on December 6, 2021.

5. **Workplace/Discrimination/Ethics Issues:** None

6. **Safety Issues:** None

7. **Other Business:**

   a. Mark Gleckman reported that the Town Administrator has initiated conversations with the Select Board Chairwoman regarding the concept of Performance Evaluations as a future agenda item.

   b. John Lucey will follow up with Matt Cooper, IT Communications Manager, regarding the status of adding the appropriate licensure to the website software to allow for an Organizational Chart.

   c. Diane Doyle reported that a draft of changes to the Personnel Policy Manual is still under review with Town Counsel. She will forward an update on the status prior to the next H R Meeting.

8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, December 27, 2021 **at 4:00 pm** in person in the Hearing Room, 12 Kent Way, Suite 101, Byfield, MA 01922

9. A motion was made by Anthony Antico and seconded by Diane Doyle to adjourn at 4:12 pm.

   Adjourned: Approximately 4:12 PM   Scribe: Diane M. Doyle