

## *Human Resources Board*

Subject: Minutes of Meeting held on Monday, December 12, 2022

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

Excused: None

Convened: 4:00 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:00 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on October 24, 2022. The motion was made by John Ferrara and seconded by Lynne Peabody. Vote was unanimous. Motion was made to approve the minutes of the Classification Subcommittee meeting held on October 24, 2022. The motion was made by Anthony Antico and seconded by John Ferrara. Vote was unanimous
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Diane Doyle reported that there were several retirements and changes with existing staff: Leslie Haley, Town Clerk, has announced her retirement effective December 31, 2022. Gretchen Girard, Assistant Town Clerk, has been appointed to fulfill Leslie's remaining term (through 06/30/2023) and will run for reelection in the Spring town wide election. This will result in a vacancy in the Assistant Town Clerk role which is currently being advertised. Eileen DeVeau, Town Accountant/Asst. Finance Director, has announced her retirement effective June 30, 2023. Effective January 1, 2023 Eileen will be reducing her hours from 35 to 20 to work with Lillian Craig to transition the role of Town Accountant to Lillian currently serving as Assistant Town Accountant. The Town is actively interviewing candidates to fill the Assistant Town Accountant position.

Congratulations were noted for our new Police Chief, Patty Fisher, and Deputy Chief Aaron Wojtkowski both sworn in on December 7, 2022 as a result of the retirement of John Lucey. In the Police Department, Kim Kowalick has been rehired as a part time Emergency Communications Dispatcher and sworn in on December 12, 2022.

Remaining open positions include the Assistant Town Planner role, Animal Control Officer and the ongoing request for Reserve Patrolman.

5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:** None
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, January 23, 2023 at 4:00 pm in person in the 2<sup>nd</sup> Floor Hearing Room, 12 Kent Way, Byfield, MA 01922. (post note: meeting was cancelled due to weather)
9. A motion was made by John Ferrara and seconded by Patty Fisher to adjourn at 4:12 pm.

Adjourned: Approximately 4:12 PM

Scribe: Diane M. Doyle