

Human Resources Board

Subject: Minutes of Meeting held on Monday, July 24, 2023

Present: Mark Gleckman, Diane Doyle, Anthony Antico, John Ferrara, Lynne Peabody, 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 June 26, 2023. The motion was made by Patty Fisher and seconded by Anthony Antico. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Town Administrator, Tracy Blais reported that the Town has engaged an outside firm to conduct the search for a new Fire Chief. The position will be advertised with resumes being reviewed and ultimately have 1 – 3 viable candidates to submit to the Select Board for consideration. The time frame for the process is 3 to 4 months. Deputy Chief Wallace Ziebler will serve as interim Chief and the terms of this short-term role are currently in negotiation. The Town is actively in a search for a new IT Director. The Fire Department has offers out to two new full time Firefighters to provide coverage on the weekends.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
 - Organization Chart - Town Administrator, Tracy Blais, provided a final Organization Chart for the Town. This was based on a previous review by the Human Resources Board. Once a new IT Director is on board, the Organization Chart will be put on the website with further plans to make it interactive with the individual roles/department.
 - Mark Gleckman discussed scheduling a Subcommittee meeting to start the process of reviewing competitive compensation data provided by MMHR. A tentative meeting date was scheduled for October 16th at 4:00. Diane Doyle would start to look at data available and the format for presentation. Concerns for other factors such as other town's insurance rates and other benefits and how that impacts compensation would need to be addressed. Also, in small communities, job descriptions do not always align for a fair comparison.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, August 28, 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 Lynne Peabody and seconded by Anthony Antico to adjourn at 4:44 pm.

Adjourned: Approximately 4:44 PM

Scribe: Diane M. Doyle