

Human Resources Board

Subject: Minutes of Meeting held on Monday, August 28, 2023

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

Excused: Patty Fisher

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 July 24, 2023. The motion was made by Lynne Peabody and seconded by John Ferrara. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Diane Doyle reported that the search for a new Fire Chief is ongoing. The Town has hired a new IT Communications Manager, Jonathan Temple, who starts on September 5, 2023. The Town has hired a new Accountant/Asst. Finance Director who will start on September 18, 2023. The Police Department continues to look for additional Emergency Communications Dispatchers. There is also an open position with the Council on Aging. Resumes and interviews are being conducted for the Outreach Case Manager.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
 - Mark Gleckman provided an update on the plan to review salary data available from the MMA (Massachusetts Municipal Association). This project would provide an initial understanding of how Newbury sits relative to their counterparts relative to compensation. A tentative meeting date is scheduled for October 16th at 4:00. The plan is to select two positions and create a spreadsheet that would include the surrounding towns. The spreadsheet would show the hourly rate and any other benefit information as part of the compensation package. Further discussion centered around whether the Town conducts exit interviews.
 - Mark also updated the Board on possible inconsistencies in the Personnel Policy when it comes to defining family in various context. For example Pg. 24 Item K, as it relates to Bereavement Leave does not list aunt, uncle, or step parents or step siblings. Compared to Pg. 51 Item U as it relates to Nepotism – “immediate family is defined as.....and lists those as included. Also, Pg. 22 Item F pertaining to Sick Leave states sick time may be used for immediate family but does not define any further. The HR Board questioned whether this was intentional but felt it should be reviewed by Town Counsel. John Ferrara suggested adding step parents and step siblings to Bereavement.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, September 25, 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 4:50 pm.

Adjourned: Approximately 4:50 PM

Scribe: Diane M. Doyle