

## *Human Resources Board*

Subject: Minutes of Subcommittee Meeting held on Thursday, August 31, 2022

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, Lynne Chadey  
John Lucey, Police Chief

Excused: None

Convened: 4:01 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 4:01 pm. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** None
3. The purpose of the Subcommittee Meeting was to review three existing Job Descriptions and proposed changes:
  - a. **Emergency Communications Officer:** Chief John Lucey presented a change to the title of the position from Emergency Communications Officer to Emergency Communication Dispatcher (ECD). No actual changes in the description or the duties or responsibilities are being recommended at this time. The change in title was made to appropriately identify the appointing authority. The ECD position sits outside the Collective Bargaining Agreement (CBA) and the appointing authority is the Town administrator as opposed to the Select Board who appoints Officers within the Police Department CBA. The job description also now documents the position is eligible for rate adjustments based on shift worked. A motion was made to approve the change in title by John Ferrara and seconded by Anthony Antico. Vote was unanimous.
  - b. The Shellfish Constable Job Description is being amended to provide coverage on the Clam Flats in the event the Constable is absent or unavailable. Language was added to provide the assignment of these duties temporarily to the Harbormaster Assistant. Additionally, the Shellfish Constable is moving to a Salary/Exempt position working a 40-hour week. A motion to approve the changes was made by Lynne Peabody and seconded by John Ferrara. Vote was unanimous.
  - c. The Harbormaster Assistant Job Description is being amended to include the aforementioned coverage of the Clam Flats for the Shellfish Constable in his/her absence. There is also a proposed addition to the Education requirements to obtain the necessary training within 1 year to be certified to provide the coverage. Given the increase in the Education requirements, the Classification subcommittee reviewed a change in the factor. A motion was made by John Ferrara and seconded by Anthony Antico to change the Education factor from a 2 to a 3. Vote was unanimous. Accordingly, the Classification rating changed from a 12.2 to a 13.2. A motion was made by John Ferrara and seconded by Anthony Antico to approve the change in rating. Vote was unanimous.
4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.
5. A motion was made by Diane Doyle and seconded by Lynne Peabody to adjourn at 4:57 pm.

Adjourned: Approximately 4:57 PM

Scribe: Diane M. Doyle