

Human Resource Board

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Subject: Minutes of Meeting Held on Monday, March 23, 2015

Present: Diane Doyle, Mark Gleckman, John Lucey, Evie Sutter, Steve Salvo

Excused: John Wilkinson, Rick Harris

Convened: 7:12 PM at Town Hall

1. **Call to Order:**

The meeting was called to order by Mark Gleckman at 7:12 PM.

2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the December 22, 2014 and February 23, 2015 meeting. The motion was made by Steve Salvo and seconded by Mark Gleckman.

3. **Employee Issues:** An update is needed from Rick Harris regarding a review of the Board of Assessors and the meeting to discuss roles and responsibilities. Action Item: Mark will request an update from Rick Harris.

4. **Personnel Actions and Job Vacancies:** Fire Chief – Newly elected Nathan Walker. DPW Director Position filled by James Sarette effective February 27, 2015

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

6. **Safety Issues:** A brief discussion took place regarding renewed interest in the new Fire Safety Complex. There is concern over the trailers not being easily accessible.

7. **Other Business:** Updated minutes need to be posted with the Town Clerk and the meeting date should be changed to fourth Monday of the month. Also it was suggested that the Job Point Factor Sheet detail the date of rating. Action Item: Diane Doyle to amend the Job Factor schedule to add the rating date. A discussion also took place about when a job should be rerated or a new PAF completed. These would be prompted by a significant change in the duties and responsibilities of the job.

8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, April 27, 2015 at Town Hall. It was noted that on the Town of Newbury website it the meetings are listed as the 3rd Monday of the month. It was recommended to be changed to the 4th Monday of the month.

9. A motion was made by Diane M. Doyle and seconded by Steve Salvo to adjourn at 7:35

Adjourned: Approximately 7:35 PM

Scribe: Diane M. Doyle