

Human Resources Board

Subject: Minutes of Meeting Held on Monday, August 30, 2021

Present: Mark Gleckman, Diane Doyle, Anthony Antico, John Ferrara, John Lucey

Excused: None

Convened: 4:00 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:00 PM. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on May 24, 2021. The motion was made by John Ferrara and seconded by Anthony Antico. Vote was unanimous. Motion was made to approve the minutes of the monthly meeting held on June 28, 2021. The motion was made by John Ferrara and seconded by Anthony Antico. John Lucey was not in attendance at that meeting and recused himself from the vote. The motion passed.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** John Lucey reported that Jay Routhier retired on August 22 and Jason DaCunha was promoted to Sergeant. Two Reserve Patrolman, John Baker and Nathan Hunter, have been moved to Full time Patrolmen. Additionally, a new Reserve Patrolmen, Theodore Dillon has been hired. Diane Doyle reported the following new hires: Samantha Holt, Conservation Agent; Christine Beaupre, Inspectional Services Administrative Assistant; Kathleen Zaremba, Program Coordinator COA and Annette Fotino, Asst. Town Accountant.
5. **Discrimination/Ethics Issues:** None
6. **Safety Issues:** John Lucey reported that the Town is continuing to monitor any COVID updates.
7. **Other Business:** Mark Gleckman indicated that the introduction of Performance Evaluations is on hold until this can be discussed with the Town Administrator. Additionally, the Organization Chart is on hold until Diane Doyle can work with the IT/Communications Manager.
8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, September 27, 2021 at 4:00 pm in person in the Hearing Room, 12 Kent Way, Suite 101, Byfield, MA 01922
9. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 4:12 pm.

Adjourned: Approximately 4:12 PM

Scribe: Diane M. Doyle