

Human Resources Board

Subject: Minutes of Meeting held on Monday, September 26, 2022

Present: Mark Gleckman, Diane Doyle, Anthony Antico John Ferrara, Patty Fisher

Excused: Lynne Peabody

Convened: 4:02 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:02 PM. A quorum was present. Due to a scheduling conflict, the meeting was held adjacent to the 2nd Floor Hearing Room with access provided for public attendance. Due to the relocation, the meeting was not recorded.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the Classification Subcommittee meeting held on August 31, 2022. The motion was made by Anthony Antico and seconded by John Ferrara. Vote was unanimous. Motion was made to approve the minutes of the monthly meeting held on August 22, 2022. The motion was made by John Ferrara and seconded by Anthony Antico. Vote was unanimous.
3. **Employee Issues:** Mark Gleckman took the opportunity to discuss the role of the Employee Representative to the Human Resources Board and the benefit to having two separate representatives available to the Town's employees. With the recent change in Board members, a motion was made to appoint Patty Fisher as the 2nd Employee Representative. The motion was made by John Ferrara and seconded by Anthony Antico. Vote was unanimous.
4. **Personnel Actions and Job Vacancies:** The Shellfish Constable has resigned effective September 25, 2022. The resignation of the Animal Control Officer/Barn Inspector has also been accepted effective October 15, 2022. A plan to fill these positions is being discussed and will be presented to the HR Board at a later date.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** Patty Fisher discussed the newly created Municipal Building Safety Committee. The Committee consists of the Police Chief, Fire Chief, DPW Superintendent and the IT Communications Manager. The goals of the Committee are to assess all Town owned buildings/properties for safety and security needs. This includes having equipment available like defibrillators, providing enhanced 911 capabilities and monitoring. Patty Fisher also reported that there are no changes to current Covid protocols.
7. **Other Business:**
 1. Organization Chart – Postponed discussion until the October 24, 2022 meeting.
 2. Personnel Policy Manual – Mark Gleckman presented the revised language to the Personnel Policy regarding Open Meeting Law, Conflict of Interest and Ethics training. The proposed language was reviewed by Town Counsel and posted appropriately. Diane Doyle also added that a change to the dress policy was also included in the edits which was also reviewed by Town Counsel. A motion was made by John Ferrara and seconded by Anthony Antico to adopt these changes. Vote was unanimous. The revised Personnel Policy will be presented to the Select Board at the September 27, 2022 meeting.
8. **Next Meeting:** The next monthly meeting of the Human Resources Board will be held on Monday, October 24, 2022 at 4:00 pm in person in the 2nd Floor Hearing Room, 12 Kent Way, Suite 101, Byfield, MA 01922

Human Resources Board

9. A motion was made by Patty Fisher and seconded by Anthony Antico to adjourn at 4:34 pm.

Adjourned: Approximately 4:34 PM

Scribe: Diane M. Doyle