

## *Human Resources Board*

Subject: Minutes of Meeting held on Monday, October 24, 2022

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

Excused: None

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.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on September 26, 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 Classification Subcommittee meeting held on October 6, 2022. The motion was made by Patty Fisher and seconded by Anthony Antico. Vote was unanimous
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** The Police Chief announced his plan to retire on December 7, 2022 at the recent Select Board meeting.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
  1. Organization Chart – Diane Doyle reported that Matt Cooper had prepared a draft of the Organization Chart. The draft shows the functionality and how it would sit on the website. The actual hierarchy of departments, commissions and committees is incomplete and has not been reviewed by the Town Administrator. Mark Gleckman proposed scheduling a Subcommittee Meeting on November 14<sup>th</sup> to review the draft. Diane Doyle will have this reviewed by the Town Administrator and then forward the draft to the HR Board members. Due to the Thanksgiving holiday, Mark also discussed combining the November and December meetings for a meeting on December 12, 2022.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, December 12, 2022 at 4:00 pm in person in the 2<sup>nd</sup> Floor Hearing Room, 12 Kent Way, Byfield, MA 01922. A Subcommittee meeting will be held on Monday, November 14, 2022 at 4:00 pm in person in the 2<sup>nd</sup> Floor Hearing Room, 12 Kent Way, Byfield, MA 01922.
9. A motion was made by Patty Fisher and seconded by Lynne Peabody to adjourn at 4:16 pm.

Adjourned: Approximately 4:16 PM

Scribe: Diane M. Doyle