

Human Resources Board

Subject: Minutes of Meeting held on Monday, February 27, 2023

Present: Diane Doyle, Anthony Antico, John Ferrara, Patty Fisher, Lynne Peabody

Excused: Mark Gleckman

Convened: 4:06 PM

1. **Call to Order:** The meeting was called to order by Diane Doyle at 4:06 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on December 12, 2022. The motion was made by John Ferrara and seconded by Patty Fisher. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Diane Doyle reported the Assistant Town Planner position had been filled. Kristin Grubbs started on January 30, 2023. The Assistant Town Accountant position had been filled. Ann McLaughlin started on January 4, 2023. The Assistant Town Clerk role was filled. Cassidy Brown started on February 21, 2023. Patty Fisher reported that there two promotions in the Police Department. Stephen Jenkins was promoted to Sergeant Detective and Stephen Smith was promoted to Sergeant on February 14, 2023.

Open positions include the current posting for Harbormaster Helper(s) to staff the landing this summer.

5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** No safety issues were noted. Patty Fisher reported that over February vacation the Newbury and Rowley Police Departments conducted a joint training at Triton. The training focused on logistical layout of Triton, utilization of key cards and tactical preparedness.
7. **Other Business:** A discussion took place regarding succession planning, the process of adding staff, the funding for additional positions and the appointing authority. Lynne Chadey also asked if we had any previous Organization Charts available.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, March 27, 2023 at 4:00 pm in person in the 2nd Floor Hearing Room, 12 Kent Way, Byfield, MA 01922.
9. A motion was made by Anthony Antico and seconded by Patty Fisher to adjourn at 4:28 pm.

Adjourned: Approximately 4:28 PM

Scribe: Diane M. Doyle