

Human Resources Board

Subject: Minutes of Meeting held on Monday, May 22, 2023

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

Excused: None

Convened: 4:04 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:04 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on April 24, 2023. 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:** Diane Doyle reported that there is a posting for Assistant Town Clerk with the position being vacated in May. The Police Department has a posting open for a Full Time Emergency Communications Dispatcher. Two positions have been filled with the Harbormaster; Harbormaster Helper, Christopher Pierce and Harbormaster Assistant, Brett Carrier.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** Patty Fisher reported that the COVID team met and communicated with all Town Employees the end of the COVID 19 pandemic. Employees should follow sick time policies and procedures and anyone testing positive for COVID should follow guidelines provided by CDC and DPH. COVID tests, masks and gloves will continue to be provided. Removal of any plexiglass partitions will be up the individual departments.
7. **Other Business:**
 - Organization Chart – the Town Administrator provided the Board with a draft of the Organizational Chart. The Chart was compiled as part of the budget setting process. The Human Resources Board made several suggestions for edits and raised questions about the functionality. Mark Gleckman suggested that we request further direction from the Town Administrator before moving forward with further recommendations.
 - Training – Mark Gleckman reported that he attended a session regarding Open Meeting Law and a recent case with the Town of Southborough. The case spoke to “public comment” and the guidelines to address conduct. Public comment can be restricted in time and announced at the beginning of a meeting i.e., 15 minutes total or 2 minutes per speaker. So long as the comment is civil, courteous and without threats or physical altercation, the board cannot shut down comment based on content which is considered to be discriminatory.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, June 26, 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 Lynne Peabody and seconded by Patty Fisher to adjourn at 4:43 pm.

Adjourned: Approximately 4:43 PM

Scribe: Diane M. Doyle

Human Resources Board

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