

Human Resources Board

Subject: Minutes of Meeting held on Monday, June 26, 2023

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

Excused: Patty Fisher

Convened: 4:03 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:03 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on May 22, 2023. The motion was made by Anthony Antico and seconded by John Ferrara. Vote was unanimous.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** The Town of Newbury has temporarily filled the role of Asst. Town Clerk until a permanent replacement can be hired. The Police Department has hired a full time Emergency Communications Dispatcher, Taylor Balletto starting July 1st. The Police Department has also hired a Harbormaster Helper, Christopher Pierce and an Assistant Harbormaster, Brett Carrier. The IT Communications Manager has resigned effective June 30, 2023. The position has been posted. The Fire Chief, Douglas Janvrin, has announced his retirement effective August 8, 2023. Eileen DeVeau will be retiring June 30, 2023.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None
7. **Other Business:**
 - Organization Chart – Mark Gleckman and Diane Doyle met with the Town Administrator to review suggested changes/edits to the draft Organization Chart. She will review the edits and provide a final copy. The plan will be to post the Org Chart to the website. Given the resignation of the IT Communications Manager, we will pause any further work to make the Chart interactive.
 - Mark Gleckman discussed the use of MMA (Mass Municipal Association) Salary data and the possibility of an annual review of key positions. The purpose would be to determine if the Town of Newbury remains competitive in its compensation of key roles. A motion was made John Ferrara and seconded by Anthony Antico to annually review the data which becomes available in September/October. Vote was unanimous.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, July 24, 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 John Ferrara to adjourn at 4:54 pm.

Adjourned: Approximately 4:54 PM

Scribe: Diane M. Doyle

Human Resources Board

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