

Human Resources Board

Subject: Minutes of Meeting held on Monday, March 25, 2024

Present: Mark Gleckman, John Ferrara, Diane Doyle, Lynne Peabody, Anthony Antico, Tracy Blais, Town Administrator

Excused: Patty Fisher

Convened: 4:00 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:00 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Minutes of the Monthly meeting and the Classification Meeting on February 26, 2024 will be deferred for review until the meeting on April 29, 2024.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** The Police Department has filled an opening for a new full time Patrolman. A new Emergency Communications Dispatcher has also been hired with both effective on March 12, 2024.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None – None
7. **Other Business:** At the meeting held on February 26, 2024 Jon Temple presented a policy for Multifactor Authentication. The HR Board voted to adopt the policy; however, it was learned that this falls under the responsibility of the Select Board and will be presented to them at the next meeting.

Tracy Blais, Town Administrator presented the HR Board with a proposal for a Salary and Benefits Survey to be completed by an outside consultant. This topic has been an ongoing discussion surrounding resignations, a tough labor market and no independent data being readily available. The Massachusetts Municipal Association previously had market data collected and accessible to cities and towns to compare salary data when looking at a new hire. The organization relied on municipalities to submit their salary data to compile a data base. Starting in FY 2024 the data is no longer available and to understand if the Town of Newbury is competitive and attracting strong candidates, this proposal will be looking to an independent consultant to perform a complete review of all positions. After obtaining the competitive bid, this would be a project for FY 2025.

8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on April 29, 2024 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 4:40 pm.

Adjourned: Approximately 4:40 PM

Scribe: Diane M. Doyle