

**Personnel Board
MINUTES
June 19, 2013
Pending Approval**

Present: Bud Robertson, Dolores Alberghini, Mary Jennings

Absent: NA

Also Present: Mark W. Haddad, Town Manager; Suzanne Loverin, Secretary; Patrice Garvin, Executive Assistant; Jason Bulger, Information Technology Director; Peter Cunningham, Chairman, Board of Selectman

Town Manager Mark Haddad called the meeting to order at 1:35 p.m.

Personnel Board Minutes:

1. Mr. Haddad reminded the Board they would need to organize. The members of the Board were sworn in by the Town Clerk's office.

There was discussion amongst the members and agreement on Committee roles; Bud Robertson, Chairman, Mary Jennings Vice-Chairman and Dolores Member.

2. Mark Haddad provided the Personnel Board ("PB", "the Board") with a "copy" of the existing of Chapter 48 Personnel, Sections 1 to 5 which includes Powers and Duties of the Personnel Board. Mr. Haddad also provided a copy of the "red lined" version of proposed changes to the sections of Chapter 48 sections 1-5.

Section 1 "Membership; terms of office", the proposal to remove the "Finance Committee" wording from the section was reviewed. Members of the Board felt that wording could remain. Bud indicated he didn't feel there was any conflict of interest and there are more advantages than disadvantages by affording a member the opportunity to serve on the Personnel Board as well as the Finance Committee. The Board also discussed whether preventing Personnel Board members from serving on other Town Committees or other Boards in addition to the Personnel Board is appropriate per section 1. The Board felt, if there are folks willing and capable of assisting the Town then why shouldn't they be allowed? Mary was going to have this outstanding question addressed at the By-Law Review Committee meeting on 6/27/13, which is scheduled just prior to the next meeting of the Personnel Board. There

There were several other sections re-lettered added or removed within Chapter 48 Sections 1-5. (See attached red-lined document.)

The members of the Personnel Board walked through each of the items with Mark Haddad leading the review.

3. Mark Haddad indicated the newly proposed Town Supervisor's Union was approved by the Commonwealth of MA., Dept. of Labor Relations. The Personnel Board along with Mark Haddad reviewed which Town employees would be exempt from Collective Bargaining, due to their status as employees with access to confidential information. By-Law employees: *Suzanne Loverin, HR Director, Patrice Garvin, Executive Assistant, Jason Bulger, IT Director.* Generally the HR Director, the Executive Assistant are included in negotiations with the Town Unions. *Mark Haddad noted that the Town Accountant, and the Town Clerk will replace these two individuals at the negotiations with the Supervisors Union. As Mr. Haddad would like to negotiate a parody*

between the benefits in the new Supervisors Union contract and the benefits for the three remaining full time, By Law employees.

The Board proposed inviting the individuals to one of the PB meetings in the near future. *All Personnel board members agreed this would be helpful.*

4. Mary Jennings proposed the idea of a Selectman's policy to address the issue of grievances for the By Law employees. *Mary indicated she had some experience with this in the school system. One By-Law employee, Patrice Garvin, indicated she felt a policy could easily be changed. The Board also discussed the proposed policy could address the Personnel Board duties. Mary requested a discussion of this topic and feedback at the By-Law Review Committee Meeting on 6/27.*
5. The Personnel Board reviewed their calendars in an attempt to obtain a consistent meeting time as well as reviewed the topics for the agenda posted for their next meeting.
The Personnel Board agreed to attend the By-Law Review Committee meeting as a group and meeting immediately following that Committee. Proposed agenda topics: Review and approve meeting minutes, review Open Meeting Law, review red-lined version of the Chapter 48 Personnel By-Law to be provided by Mark Haddad.

ADJOURNMENT

Dolores Alberghini moved to adjourn the meeting at 2:15p.m, Mary Jennings 2nd. Meeting adjourned.

Approved: _____
Bud Robertson, Chairman

_____ respectfully submitted,
Suzanne Loverin, Human Resources Director

Date Approved: