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OPEN SESSION MINUTES

PERSONNEL BOARD

Monday, January 27, 2020

A meeting of the Personnel Board was held at 5:45 p.m. on Monday, January 27, 2020

Members Present: David Sheedy, Board of Selectmen Rep., Michele Ahern, Member at Large Rep., David Foley, Member at Large, Crystal Hudson, Finance Committee Rep.,
Others Present: Brian Noble, Town Administrator; Rebecca Johnson, Administrative Assistant

M/Sheedy, s/Foley, a unanimous vote, approve to elect Michele Ahern as Chairman of the Personnel Board. 4-0

M/Sheedy, s/Foley, approve the minutes of the July 18, 2019 Personnel Board meeting. 3-1 (Hudson - abstain)

Mr. Noble updated the Board with Departmental changes. Changes include a reduction of hours to a couple of employees in the Treasurer / Collector's office due to less workload. A two hour increase to a part-time employee in the Assessor's Office due to it being a certification year and increased outdoor inspections.
Mr. Noble stated the Fire Chief's administrative assistant, Christine Whites hours will be increasing from 35 to 37.5 hours effective October 2019. DPW Director, John Haines seasonal employees' hourly rate will stay the same at $13.75 for FY21.
Ms. Ahern stated she is ok with the hourly rate, however, would like to see the DPW hire more East Bridgewater students for seasonal work over the summer.
The Personnel Board looked over the wage and personnel wage grid. Mr. Noble stated the wage grid represents the 2% COLA, no other changes.
There was a discussion regarding the Personnel by Law, Mr. Noble stated it was a little dated and would like to make some changes. Mr. Noble stated Job Descriptions for all positions need to be written.
There was a discussion on a new Employee handbook. Mr. Noble stated he would email the personnel Board his draft for review and request feedback. This would be given to all new employees.

M/Sheedy, s/Foley, a unanimous vote to approve the wage and personnel grid as printed.

M/Sheedy, s/Ahern, a unanimous vote, adjourn the meeting at 5:40 p.m.

Approved via remote meeting 4/29/2020. 4-0

David Sheedy, Selectmen Representative

Crystal Hudson, Finance Committee Representative

Michelle Ahern, Chairman

David Foley, Member at Large