



OPEN SESSION MINUTES
PERSONNEL BOARD
Wednesday April 29, 2020

A meeting of the Personnel Board was held remotely via GOTO meeting at 5:00 p.m. on Wednesday April 29, 2020

Members Present: Michele Ahern, Chairman, David Foley, Member at Large, Crystal Hudson, Finance Committee Rep., David Sheedy, Board of Selectmen Rep.

Members Absent:

Others Present: Brian Noble, Town Administrator; Rebecca Johnson, Administrative Assistant

Ms. Ahern opened the meeting. She stated the purpose of the meeting was to review nonunion personnel matters.

M/Hudson, s/Foley, approve the minutes of the January 27, 2020 Personnel Board meeting. 4-0

M/Hudson, s/Foley, approve the minutes of the February 10, 2020 Personnel Board meeting. 4-0

M/Hudson, s/Foley, approve the minutes of the April 16, 2020 Personnel Board meeting. 4-0

M/Hudson, s/Foley, approve the minutes of the April 22, 2020 Personnel Board meeting. 4-0

Mr. Noble stated there has been a recent retirement in the Treasure /Collectors office. Assistant Treasurer / Collector, Cathy Chermesino moved up her retirement date due to the COVID-19 pandemic. Mr. Noble stated that due to the open position he is working with Treasurer/Collector, Melissa Morrissey on reorganizing the department.

Mr. Noble stated David Abbott has been hired at the Police Department as an Administrative Specialist and will take Jeanne Bennett's place once she retires on June 30, 2020. Mr. Abbott began working at the Police Department on 4/25/2020 and will receive an annual salary of \$55,000. Mr. Noble stated there has been a position title change from Administrative Assistant to Administrative Specialist, following along with other Police Departments.

There was a discussion on creating a wage grid for the administrative specialist on a 40-hour work week. Mr. Sheedy mentioned, the offer letter it stated his performance would be reviewed after 6 months. Mr. Noble stated the 6-month review would give the Police Chief the opportunity to terminate his employment if he wasn't doing a good job.

Mr. Noble stated the position will be changed on the wage grid to include "Administrative Specialist" and a grid will be created for an Administrative Assistant / Specialist, 40 hours. This will be reviewed by the personnel board when completed.

Mr. Sheedy made a motion to adjourn. Ms. Hudson seconded. All were in favor. 4-0

David Sheedy, Selectmen Representative

Crystal Hudson, Finance Committee Representative

Michele Ahern, Chairman

David Foley, Member at Large

*approved 4-0
via go to meeting
9/16/2020*