

# Minutes of the Hingham Personnel Board

Thursday January 14, 2021

The Personnel Board met remotely via Zoom, as an alternative means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provisions of the Open Meeting Law. The Zoom meeting took place on Thursday January 14, 2021. Present on the video/call were David Pace, Chairman, Courtney Orwig, Jack Manning, Russell Conn. Lisa Campbell, Human Resources Director, Michelle Monsegur, Assistant Town Administrator, Tom Mayo, Town Administrator, David Jones, Interim Chief of Police, Emily Wentworth, Senior Planner, Joellen Cademartori, GovHR USA, LLC and Joe Kelly were also present on the video/call.

1. Dave Pace, Chairman, called the meeting to order at 6:35 pm.
2. Joe Kelly was welcomed to the Board as a new member. Mr. Kelly participated in the meeting as a member of the public given that he had not yet been sworn in as a Board member.
3. The Minutes from the Personnel Board meeting held on December 10, 2020 were reviewed and upon motion duly made and seconded, it was:

**VOTED:** To approve the Minutes from the Personnel Board meeting held on December 10, 2020.

4. The Board considered a request from the Interim Chief of Police to allow the following three employees to carry over unused vacation time from 2020: (1) John Marquardt, 48 hours; (2) Ashley Thomas, 28 hours; and (3) Leslie Badger 51 hours.

**VOTED:** To approve three carryover requests from the Interim Chief of Police to (1) John Marquardt for 48 hours; (2) Ashley Thomas for 28 hours; and (3) Leslie Badger for 51 hours. All such hours must be used no later than June 30, 2021.

5. The Board considered a request from Michael Clancy, Building Commissioner, to hire Gerald O'Neill as Deputy Building Inspector at Grade 11, Step 6.

**VOTED:** To grant the request of Building Commissioner to hire Gerald O'Neill as Deputy Building Inspector position at Grade 11, Step 6.

6. The Board considered a request from Tom Mayo approve the hire of Michael Silveira for the position of Land Use and Development Coordinator at a higher step on the salary scale based on his education and experience.

**VOTED:** To approve the hire of Michael Silveira for the position of Land Use and Development Coordinator at Grade 9, Step 3 with a hire date in February, 2021.

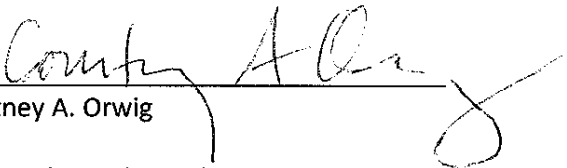
7. Jack Manning provided an update on the wage and classification and compensation study completed by GovHR for non-union, non-contract personnel. Mr. Manning reviewed the three main objectives of the study which included (1) establishing internal equity among employees across departments in the town; (2) establishing external equity by comparing salaries to Hingham's 19 benchmark towns; and (3) ensuring that Hingham can continue to attract and retain the best employees. Mr. Manning noted that

nine factors were used for evaluation of Hingham's positions and the points were tabulated for each position and like positions were grouped together for comparison purposes. The resulting proposed classification and compensation plan consisted of the following 13 pay grades (down from 15 grades in the current system): grades 1-3 Administrative and Technical staff, grades 4-8 Supervisors and Advanced Technical Staff, grades 9-12 Directors and Senior Managers, and Grade 13 Public Works and Water Superintendents. The 85 positions in town were mapped from their current grade to a new proposed grade and step with corresponding proposed salaries consistent with the Town's reevaluation of the positions and with the Town's compensation philosophy. The proposed wage and classification plan would result in salary increases for a majority of the positions. The Board discussed the need to review the proposed plan with the Board of Selectmen and the need to determine an implementation date. The Board further discussed that all members would like an opportunity to further review the report and proposed salary increases further before the next Board meeting. Ms. Monsegur noted that she would need to update the proposed plan further with recent hires.

8. Lisa Campbell provided HR updates. Ms. Campbell noted that the hiring of the Chief of Police was being handled by the Board of Selectmen. She also noted that the hiring for several other positions was also under way, including a Senior Clerk in the Clerk's office, a GIS Coordinator position and a Staffing Technician in the Assessor's office.
  
9. The Board then voted to go into Executive Session for the purpose of discussing Collective Bargaining and would not resume in Open Session. David Pace- Aye, Russell Conn- Aye, Jack Manning- Aye, Courtney Orwig- Aye.

There being no further business before the Board, the meeting adjourned at 7:42 pm. The next meeting of the Personnel Board will be held on Thursday, February 10, 2021 at 6:30 pm.

Respectfully submitted,

  
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Courtney A. Orwig  
Personnel Board Member