

Minutes of the Hingham Personnel Board

February 28, 2019

The Personnel Board met on Thursday, February 28, 2019 at Hingham Town Hall. Present at the meeting were: David Pace, Chairman, Russell Conn, Jack Manning, and Smayra Million. Tom Mayo, Town Administrator, was present throughout the meeting. DPW Superintendent Randy Sylvester was present to discuss item 3 on the agenda.

1. David Pace, Chairman called the meeting to order at 7:00 pm
2. The Minutes from the Personnel Board meeting held on January 10, 2019 were then reviewed and upon motion duly made and seconded, it was:

VOTED: To approve the minutes from the Personnel Board meeting on January 10, 2019.

3. The Board then reviewed the request by DPW Superintendent, Randy Sylvester to revise the job description for a DPW Sewer Foreman.

VOTED: To approve the Job Description dated February 26, 2019 with noted edits.

4. Next, the Board reviewed a request from Tom Mayo to review a proposed Job Description for a Water Superintendent. This request is in preparation for the upcoming vote at Town Meeting for the potential purchase of the Water Plant. After a discussion, it was determined that more information was needed. Tom Mayo was asked to work with Lisa Campbell, HR Manager, to put the Job Description through the Bennett Classification System in order to confirm the appropriate Grade. He was also asked to prepare a memo outlining the special circumstances related to the creation of a Job Description in advance of the vote to purchase the Water Plant. Lastly, David Pace will consult with John Coughlin, Town Counsel, to get guidance on contingency language for the position, should the purchase not move forward. The Personnel Board will reconvene once these items are complete, to reconsider the request.

5. The Board then reviewed Article D (Article 4) of the Personnel Board Report for the Town Warrant. It was decided to HOLD on this until the follow up meeting can be held to review the Water Superintendent Job description.

6. The Board then reviewed Article E (Article 5) of the Personnel Board Report for the Town Warrant. It was decided to HOLD on this until the follow up meeting can be held to review the Water Superintendent job description.

7. The Board then considered a request from the Town Administrator to grant the incoming Elder Services Director one extra week of vacation at time of hire. The Board also considered placing the candidate at a Step 4 and Grade 14 on the Salary Scale.

VOTED: To approve the hiring of Jennifer Young as Elder Services Director with an extra week of vacation at time of hire.

VOTED: To approve Jennifer Young as Elder Services Director at Step 4 and Grade 14 of the Salary Scale.

8. The Board then considered a request from the Police Chief Glenn Olsson to grant a patrolman an extra week of vacation based on experience.

VOTED: To approve the granting of an extra week of vacation based on experience to Patrolman Brian Fernandes, effective immediately, moving forward.

9. Collective Bargaining Update

VOTED: To go into Executive Session for the purpose of discussing the Collective Bargaining Update.

There being no further business before the Board, the meeting was adjourned at 8:40 pm. The next meeting of the Personnel Board will be held on Tuesday, March 19, 2019 at 5:30 pm.

Respectfully submitted,

Smaiyra M. Million

Personnel Board Member