

Minutes of the Hingham Personnel Board

Thursday March 11, 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 March 11, 2021. Present on the video/call were David Pace, Chairman, Joe Kelly, Jack Manning and Courtney Orwig. Lisa Campbell, Human Resources Director and Michelle Monsegur, Assistant Town Administrator were also present on the video/call.

1. Dave Pace, Chairman, called the meeting to order at 6:41 pm.
2. The Minutes from the Personnel Board meeting held on February 11, 2021 were reviewed and upon motion duly made and seconded, it was:

VOTED: To approve the Minutes from the Personnel Board meeting held on February 11, 2021.

3. The Board reviewed Article D (Article 4) for the Town Warrant, report of the Personnel Board pertaining to the Classification and Salary Plan, to provide funds to pay for the financial obligations of the Town relating to salary increases, fringe benefit changes and job reclassifications for non-school department employees who are not in a collective bargaining unit or who are covered by a collective bargaining agreement not yet concluded.

VOTED: To approve Article D of the Personnel Board Report subject to clarification of the appropriate sum set forth in Article 4.

4. The Board reviewed Article E (Article 5) for the Town Warrant and recommended revision to the reference to Town Clerk to include additional language in parenthetical that Grade 15 is equivalent to grade 10 in the Classification and Salary Plan proposed to be adopted on June 1, 2021.

VOTED: To approve Article E for the Town Warrant in the form presented to the Personnel Board with modifications.

5. The Board considered a request from the Town Administrator to approve a new job description for an Assistant Town Accountant. The Board discussed that it would like to review this request further.
6. The Board considered a request from the Town Administrator to amend a job description for the Senior Planner: Conservation Officer/GIS Administrator position. The Board discussed that it would like to review this request further.
7. Lisa Campbell provided HR updates. Ms. Campbell noted several job vacancies were currently in the interview process, including the part-time Harbormaster Clerk, Information Technology Director position, Planning Administration Assistant, and Deputy Chief of Police.
8. 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, Joe Kelly- 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 April 8, 2021 at 6:30 pm.

Respectfully submitted,

Courtney A. Orwig

Personnel Board Member