

Minutes of the Hingham Personnel Board

May 9, 2019

The Personnel Board met on Thursday, May 9, 2019 at Hingham Town Hall. Present at the meeting were: David Pace, Chairman, Russell Conn and Marie Harris. Lisa Campbell, Human Resources Director was present throughout the meeting, Police Chief Glenn Olsson was present to discuss item #3 and Richard Nowlan, Director of Assessing was present to discuss item #4.

1. David Pace, Chairman called the meeting to order at 7:00 pm.
2. The Minutes from the Personnel Board meeting held on March 19, 2019 were reviewed and upon motion duly made and seconded, it was:

VOTED: To approve the Minutes from the Personnel Board meeting on March 19, 2019.

3. Next, the Board reviewed a request from Police Chief Glenn Olsson to place a newly promoted Sergeant on the salary scale at a higher step. After discussion of the matter and considering the issue of internal equity, and the recommendation of the Chief, upon motion duly made and seconded, it was:

VOTED: To approve the placement of Sergeant Nicholas Smith on the salary scale at step PS-3B retroactive to the date of his promotion.

4. The Board then considered a request from Richard Nowlan, Director of Assessing to revise the job description for the Data Quality Inspector position. After review of the document and discussion of the proposed changes, upon motion duly made and seconded, it was:

VOTED: To approve the revisions to the Data Quality Inspector job description, as modified.

5. Next, the Board reviewed a request from the Town Accountant to correct the Staff Accountant's salary grade as listed in the Personnel By-Law. The job description was revised and the salary grade recalculated in 2011. The position should be listed in the By-Law at Grade 11. Lisa Campbell, Human Resources Director, will follow up on this correction.

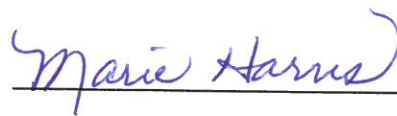
6. Lisa Campbell then provided the Board with an update on the Town's Wage and Classification Study of non-union employees, currently in process. GovHR USA has reviewed job descriptions and conducted on-site interviews with employees. A preliminary analysis will be provided to the Town Project Team for review.

7. Lastly, the Board:

VOTED: To go into Executive Session for the purpose of discussing collective bargaining and at the conclusion would not resume in open session. David Pace – Aye, Russell Conn – Aye, Marie Harris – Aye.

There being no further business before the Board, the meeting was adjourned at 8:30 pm. The next meeting of the Personnel Board will be held on Thursday, June 13, 2019 at 7:00 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marie Harris". The signature is written in a cursive style and is positioned above a horizontal line.

Marie Harris

Personnel Board Member