

Minutes of the Hingham Personnel Board

Thursday May 13, 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 May 13, 2021. Present on the video/call were David Pace, Chairman, Russell Conn, Jack Manning and Courtney Orwig. Tom Mayo, Town Administrator, Lisa Campbell, Human Resources Director, Michelle Monsegur, Assistant Town Administrator, Mary Power, member of the Select Board, Loni Fournier, Senior Planner: Conservation Officer/GIS Administrator and Sue Nickerson, Town Accountant were also present on the video/call.

1. Dave Pace, Chairman, called the meeting to order at 6:33 pm.
2. The Board discussed that Joe Kelly resigned from his position effective April 15, 2021 and conversations are underway in attempts to fill this position.
3. The Minutes from the Personnel Board meeting held on March 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 March 11, 2021.

4. The Board considered a request from the Town Administrator to transfer Loni Fournier, Senior Planner: Conservation Officer/GIS Administrator to the GIS Coordinator position and maintain her current compensation rate until the step and salary grade for her new position equals or exceeds the employee's pay.

VOTED: To approve transfer of Loni Fournier to the GIS Coordinator position and maintain her at her current compensation rate until the step and salary grade for her new position equals or exceeds the employee's pay.

5. The Board considered a request from the Town Administrator to amend the job description for the Senior Planner: Conservation Officer/GIS Administrator position.

VOTED: To approve a request from the Town Administrator to approve the revised Conservation Officer job description as discussed at the meeting.

6. The Board considered a request from the Town Administrator to amend a job description for the Staff Accountant.

VOTED: To approve the request of the Town Administrator to amend the Staff Accountant job description with modifications.

7. The Board considered a request from the Town Administrator to approve the job description for the Assistant Town Accountant position.

VOTED: To approve the job description for the Assistant Town Accountant position with modifications.

VOTED: To approve the position of Assistant Town Accountant at Grade 8.

8. The Board considered a request by the Recreation Director to create a job description for an Athletic Field Staff position.

VOTED: To approve the job description for the Athletics Field Staff as presented.

VOTED: To create a new grade for the Athletics Fields Staff position in accordance with the Town's Classification and Salary Plan with three salary steps of \$18.00, \$19.50 and \$21.00 per hour based on years of service.

9. The Board considered a proposed change to the Personnel By-Law Section 18 (a) regarding state holidays.

VOTED: To approve the amendment to section 18(a) of the Personnel By-Law to read "Full time (including probationary) employees shall be paid for all Massachusetts state holidays (unless determined otherwise). Each such holiday shall be observed on the day established for its observance by Massachusetts law."

10. The Board discussed a request by the Town Administrator to amend the job description for the Director of Community Planning. The Board discussed that it would like to review this request further.
11. 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 8:30 pm. The next meeting of the Personnel Board will be held on Thursday June 10, 2021 at 6:30 pm.

Respectfully submitted,

Courtney A. Orwig

Personnel Board Member