

Minutes of the Hingham Personnel Board June 8, 2023

The Personnel Board met on Thursday June 8, 2023 at Hingham Town Hall. Present at the meeting were David Pace, Chairperson, Karen Johnson, Jack Manning, and Courtney Orwig. Lisa Campbell, HR Director, Assistant Town Administrator Michelle Monsegur, Assistant Town Administrator Art Roberts, Fire Chief Steve Murphy and Executive Health Officer Susan Sarni were also present at the meeting.

1. David Pace called the meeting to order at 6:02 pm.
2. It was noted that Robert Curley resigned from the Board. The Board is grateful for Mr. Curley's service.
3. The Board discussed 35 municipal job vacancies due to retirements and uncertainty with the override and the Board will work with the town as needed on any position descriptions that need review.
4. The Board considered a request from the Fire Chief to credit a firefighter with prior work experience. Upon motions duly made and seconded, by a 4-0 vote it was:

VOTED: Effective as of 6/8/23, to accept Firefighter Nicholas Beauchaine's prior part time work experience as equivalent full-time work experience given that his two part time positions which he worked concurrently fulfill the full-time work requirements.

5. The Board reviewed a request from the Executive Health Officer to amend the job description for the Public Health Nurse position. Upon motions duly made and seconded, by a 4-0 vote, it was:

VOTED: To accept the position description of the Public Health Nurse, as amended at the meeting.

6. The Board considered a request from the Executive Health Officer to amend the job description for the Health Agent position. Upon motions duly made and seconded, by a 4-0 vote, it was:

VOTED: To accept the position description of the Executive Health Officer, as amended at the meeting.

7. The Board next considered a request to amend the job description for the Conservation Officer position. Upon motion duly made and seconded, by a 4-0 vote it was:

VOTED: To approve the Conservation Officer position description as amended subject to the review and approval by the Conservation Commission Chair.

8. Lisa Campbell provided HR updates, including recent job hires, including the Land Use Development Coordinator position, two part time Senior Clerks and the onboarding of seasonal staff at the Recreation Department and the South Shore Country Club.

9. The Board discussed possible election of Personnel Board officers which will be considered at a future date. The Board also discussed how to handle Agenda topics that come up when not anticipated in light of Open Meeting Law.

10. The next meeting of the Board will be on July 13, 2023.

There being no further business before the Board, the meeting adjourned at 8:14 pm.

Respectfully submitted,

/s/ Courtney Orwig, Secretary

Documents used:

Agenda

Memo dated 6/6/23 from Chief Murphy
Conservation Officer Position Description

Public Health Nurse Position Description

Health Agent Position Description

Attorney General Opinion regarding OML dated 9/1/15