

## **Personnel Board Meeting Minutes January 20, 2023**

**Members attending:** Chair Vicki Rellas, Vice Chair Nancy Hess, and Leanne Winn.

Town Officials present: Select Board Chair Jeff Waldron, Select Board Eric Johnson, Town Administrator Jeremy Marsette, Assistant Town Administrator Diane Moores, COA Director Sue Kelleher, Director of Assessing Wendy Elassy, Town Clerk Jackie Morris. Also attending: HR Consultant Jen Thompson, Payroll Administrator Debbie Reynolds and Select Board Administrative Assistant Jeanne Guthrie.

**9:01 Meeting called to order** by Chair, Vicki Rellas

- **Minutes** from the meetings of October 28<sup>th</sup> and November 2<sup>nd</sup>, 2022, approved. November 22<sup>nd</sup> and December 15<sup>th</sup> pending.

**Vicki welcomed the new Town Administrator**, Jeremy Marsette, for the board and indicated that we look forward to working with him.

**Jeremy presented a new job description** for the Assistant Town Administrator, delegating many of the Human Resource duties recently removed from his responsibilities. The Assistant Town Administrator becomes the point for most employee HR issues and is designated as the HR Director under the Town Administrator's direction. After discussion regarding a training requirement, Jen Thompson advised that it is not unusual to have a statement with that understanding in the job description and adding a bullet to the Education section would not be difficult.

- **It was voted unanimously** to accept the presented job description with an amendment that would indicate to an applicant that there is an expectation that appropriate training will be taken to stay current with HR laws and policies.

**COA Director, Sue Kelleher presented a new version of the job description** for Elder Advocate and requested the title be changed to Outreach Coordinator. Appropriate changes to the Education section and the Work Environment sections were made to reflect the actual expectations.

- **Changes were approved unanimously.**

**A discussion of the need to update the Personnel Administration Plan was initiated.** There was agreement that one needed to be done but different opinions on the timing. It was agreed that time should be taken to carefully review the language, especially where significant changes have been made. Because such changes need Town Meeting approval, and Town Meeting only happens once a year, it was suggested that we sponsor a Personnel Board Housekeeping Article this year to allow us to at least make the changes in the words Town Administrator and Assistant Town Administrator to make it consistent with the job description just approved, thus giving the employees process direction. Concern was expressed for having to repeat such an article the following year with the more substantive changes that may be necessary.

- **It was agreed** that due to multiple changes that will be taking place during FY24, the total Personnel plan should be updated during FY24 for FY25.
- **It was agreed** that Jeremy will develop a clear policy change document to share with employees explaining his new delegation of duties so they will understand the process that applies to any Human Resource issues while the legal changes are being made to the Personnel Administration Plan.

**Vicki indicated there were problems with the new longevity proposal.** Town Counsel told her that including the elected officials, risks causing the article to fail because it would confuse the issue with the voters. Nancy disagreed that we should single out such a small group of individuals who met all the criteria of those other benefited individuals that would be receiving this appreciation of service rendered...that it was a process issue, since it required a specific vote, but it was not necessary to consider it a problem. Since it was pointed out that the intent is to change one of the 2 elected positions to appointed, in the near future, and was suggested there are other ways to address the single position left, they considered it a mute question. It was moved and seconded to remove the elected employees from longevity eligibility.

- **Vote to approve.** Vicki – aye Leanne – aye Nancy - no
- **It was suggested** that it be made clear that all benefit eligible employees have all their benefit eligible time in town employment included in longevity calculation should they move from an elected to a non-elected position.

**There was an inquiry** as to whether this longevity could be adjusted by a COLA. That provision is not in place in this version of the article.

**Meeting adjourned** at 9:55

Respectfully submitted, Nancy Hess