

Human Resources Board

Subject: Minutes of Meeting held on Monday, September 25, 2023

Present: Mark Gleckman, Anthony Antico, John Ferrara, Lynne Peabody

Excused: Diane Doyle, Patty Fisher

Convened: 4:08 PM

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:08 PM. A quorum was present.
2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the monthly meeting held on August 28, 2023. Anthony Antico recommended a correction to the start date of the IT Manager be changed to September 4, 2023. The motion was made by Lynne Peabody and seconded by John Ferrara. Vote was unanimous as amended.
3. **Employee Issues:** None
4. **Personnel Actions and Job Vacancies:** Mark Gleckman reported that the Fire Chief search is progressing. There have been several applicants and the independent consulting firm hired to conduct the search has put forth 4 candidates for interviews. Three of the four have been forwarded to the assessment center for a rigorous review. Once complete, finalists will be recommended to the Select Board. **The Town expects to make a hiring decision by late October/early November, with a start date to follow.** Mark also reported that two full time firefighters have resigned in the past month. The interim Fire Chief is actively reviewing candidates to fill the now open positions.
5. **Workplace/Discrimination/Ethics Issues:** None
6. **Safety Issues:** None – No changes to COVID protocol.
7. **Other Business:**
 - Mark Gleckman updated the H R Board on the availability of Salary Data on the MMA (Mass Municipal Association) website. The MMA had suspended the entering of data by cities and towns temporarily due to a problem with the website. Mark also informed the Board that the Town of Newbury had provided salary data to a consultant hired by Manchester By the Sea and would be receiving a copy of the results. A possible meeting date of October 16th to begin reviewing salary information may be cancelled/rescheduled based on information available.
 - Mark also updated the Board on the possible inconsistencies in the Personnel Policy when it comes to defining family in various contexts i.e. Bereavement, sick policy and nepotism. This issue has been referred to Town Counsel for review.
8. **Next Meeting:** The next regular monthly meeting of the Human Resources Board will be held on Monday, October 23, 2023 at 4:00 pm in person in the 2nd Floor Hearing Room, 12 Kent Way, Byfield, MA 01922.
9. A motion was made by Anthony Antico and seconded by John Ferrara to adjourn at 4:26 pm.

Adjourned: Approximately 4:26 PM

Scribe: Diane M. Doyle