

**Personnel Board Meeting Minutes:**

**April 20, 2022**

REMOTE PARTICIPATION via ZOOM

PRESENT: William Vrooman, Sharon Cooke, John Lolley, Kevin Brennan.

ABSENT: Brian Smith

Also Present: Assistant Town Administrator Wendy Brough, Executive Assistant Alice Butler

**Meeting called to order at 5:02 p.m.**

1. Vote to accept minutes of 1/12/2022 – POSTPONED to next meeting.
2. Review and vote to approve Assistant Health Agent and BOH Administrator Job Description

Ms. Brough: Combining Assistant Health Agent and Board of Health Administrative duties in response to staff shortage. No change in classification just updating the duties to reflect new position.

Mr. Brennan: Clarification language “submits” rather than “processes” payroll change.

Discussion on title: it was decided to that the title of Assistant Health Agent was appropriate as the change is in content with administrative duties being added and not affecting the regulatory responsibilities.

***Mr. Lolley motioned to approve as amended; second Mr. Brennan***

***Remote roll call vote:***

***Kevin Brennan – Aye***

***Sharon Cooke – Aye***

***John Lolley – Aye***

***Bill Vrooman – Aye***

3. Review and Vote to adopt new Conservation Administrator job description

Ms. Brough: New position by taking administrative duties from Conservation Agent, so that the Agent is able to work on higher executive duties relating to the Conservation Department. This needs to be classified under the evaluation process.

***Mr. Brennan motioned to approve the job description as presented; second Ms. Cooke***

***Kevin Brennan – Aye***

***Sharon Cooke – Aye***

***John Lolley – Aye***

***Bill Vrooman – Aye***

Mr. Vrooman and Ms. Cooke will meet with Human resources to evaluate the classification.

4. Review and vote to approve amended Executive Assistant Job description to the Select Board and Town Administrator.

Ms. Brough: Combining and re-defining the two administrative roles in Town Administrator office to better outline what the position does and to elevate this role. In the future the Town Administrator’s office will hire an Administrative Assistant.

**Mr. Lolley motioned to approve the job description as presented; second Mr. Brennan**

***Kevin Brennan – Aye***

***Sharon Cooke – Aye***

***John Lolley – Aye***

***Bill Vrooman – Aye***

**5. HR Update Report**

Report covers review of positions due to recruitment with several positions still open. Town is required to adapt roles to cover the services by combining positions and contracting out, with departments operating with less staff.

**6. New Business**

Mr. Vrooman thanked Alice Butler for her years of service to the Personnel Board before her retirement on June 30.

Maura McGroarty question: are the job descriptions available for the public?

Ms. Brough has these digital copies available upon request

***Mr. Brennan motioned to adjourn; Ms. Cooke seconded***

***Kevin Brennan – Aye***

***Sharon Cooke – Aye***

***John Lolley – Aye***

***Bill Vrooman – Aye***

Meeting adjourned 5:32pm

Respectfully submitted,

Wendy Brough

Assistant Town Administrator.

Documents:     Draft Assistant Health Agent Job Description  
                    Draft Executive Assistant Job Description  
                    Draft Conservation Administrator Job Description  
                    Conservation Dept Organization chart  
                    Human Resources Department Update