

Town of West Boylston Personnel Board
Minutes of Meeting
January 2, 2019

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Laura Carney, Christine Mazeika
Vanessa Kuzmanovski and Francesca Harris were unable to attend.
Anita Scheipers, Town Administrator

Nancy Lucier, Municipal Assistant and Diane Peterson, Regional Assessor

Mr. Chism called the meeting to order at 6:00 p.m.

- I. Approval of the Minutes from the November 28, 2018 meeting. Mr. Chism made a motion to approve the minutes, Ms. Carney, seconded, so moved.

- II. Town Administrator Search Committee

Mr. Chism asked Ms. Lucier for an update on the Town Administrator Search Committee. Ms. Lucier said that the deadline for applicants to be included in the Committee was today. The Selectmen should be voting on the Search Committee membership at tonight's meeting.

- III. Wage and Classification Study Update

The DOR Funding was approved for the project. The Town should receive the funding within 45 days and will be signing a contract with the Collins Center. The assigned Project Manager will be Mary Aicardi. Ms. Lucier has worked with Ms. Aicardi in the past.

Mr. Chism will reach out to Ms. Aicardi to have a preliminary meeting with her. He will send and outline of work to the Personnel Board. His goal is to meet before the end of January. The objective is to address any shortcomings in the job descriptions.

At this point, Ms. Scheipers had to excuse herself to attend the Selectmen's meeting. Mr. Chism told Ms. Scheipers that it was a pleasure to work with her. Ms. Scheipers contributions to the Personnel Board and the Town were instrumental in getting many items on track. He stated that Ms. Scheipers gave the Personnel Board a sense of importance.

Ms. Carney added that Ms. Scheipers had a passion to get things moving.

Mr. Chism stated that he has been in the recruiting industry for over 20 years. He was on the original Search Committee that recommended hiring Ms. Scheipers, he stated that her resume exceeded all expectations and that he had the highest respect for her work.

Ms. Scheipers will truly be missed.

- IV. Job Descriptions: Edits, Updates

Mr. Chism began by saying that no one person or position was singled out on the agenda. The agenda simply listed job descriptions that needed to have some clarification.

Ms. Peterson spoke on behalf of the Administrator Assessor position. She had previously sent some comments about the position. Ms. Peterson explained how her company hires and trains this position. She would like that consideration in the job description. She also stated that there

were 4 different software programs that the individual needed to learn. Mr. Chism stated that he wanted any changes done properly. The Personnel Board has seen the comments and Mr. Chism stated that at this point any major changes would wait until the DOR consultant began working with the Personnel Board. Ms. Mazeika explained that one of Ms. Peterson's issues, the job title "Administrative Assessor", has been corrected on all of the job description paperwork.

Ms. Mazeika stated the concerns that the Library Director had regarding her job description were simply that she hadn't received the latest version of the job description.

Mr. Chism said that the Fire Chief wanted to speak to him. Also, the Council on Aging was still reviewing their job descriptions. Both are still outstanding.

V. Personnel Bylaws

a. Grievance Procedures

Ms. Carney presented a Grievance Procedure – Revised – Draft for the Personnel Board to consider. This draft leaves the Personnel Board as the absolute last resort to any grievances filed by an employee. Ms. Lucier was given a copy of this draft as well for her perusal. The Board members present thought it was excellent.

Mr. Chism wanted to table any vote on this until the entire Board was present.

b. Professional Code of Conduct in the Workplace

There was discussion about the Code of Conduct and whether it should be in the Town Bylaws instead of the Personnel Bylaws. Ms. Carney suggested that they be added to the Town Bylaws and; therefore, would apply to everyone and not just Town employees which would be the case in the Personnel Bylaws.

Mr. Chism wants to cover any legal concerns that may arise without the Town having a Code of Conduct. Ms. Carney wants to be sure that the Code of Conduct cover many situations including ethics and discrimination.

VI. Miscellaneous

Mr. Chism wanted the minutes to reflect that the Personnel Board will be flexible and extend the upmost professional courtesy to any new Town Administrator.

At 6:40, Ms. Carney made a motion to adjourn, Mr. Chism seconded.