

Wednesday, July 28, 2021      Town Hall, Room 3, 6:15 p.m.

Attending: Jim Ligor, Tarik Miranda, Jodie Nosiglia, Jim Dorval, Brian Long, Teresa Persico, Kristin Melpignano

Absent: Liz Fernandes

1. Call to Order at 6:31
2. Invitation to Speak – No one in attendance
3. Correspondence

- a. Town Administrator – Re: Building Commissioner

Kristin explained that the Building Commissioner had been appointed and approved by the Select Board at a Level 4/Step 8 but the Personnel Board had not yet approved that designation as a matter of protocol.

Motion by Brian to approve Level 4/Step 8; second by Jim D., unanimous

- b. Finance Director – Re: Designated Signatory

Kristin explained that the Director of Finance had recommended that we expedite any payments for the Compensation Study by appointing a designated signatory. Jodie recommended that Kristin be the designee.

Motion by Brian to approve Kristin as the designated signatory; second by Jim D., unanimous

4. New Business
  - a. By-Law 3.13 – Language Amendment

Kristin explained that under section 3.13 of the Personnel By-Laws, the word “grade” is incorrect and should be “step” as employees do not jump one grade annually, but rise one step per year.

Motion by Jodie to change the wording from grade to step; second by Brian, unanimous

5. Old Business
  - a. Classification & Compensation Plan – Receipt of Proposals

The Personnel Board has read some of the proposals but not all of them. It was suggested by Kristin that she reach out to each vendor to secure references to call; any feedback from this would be emailed to the Board. In addition, Kristin will connect with each organization and propose that they make a 15 – 20 minute presentation via Zoom on August 11<sup>th</sup> at 5 p.m. At that time, the Board should be able to select the best candidate from the three submittals and send the recommendation to the Select Board for approval.

- b. Job Descriptions – Jodie suggested that she, Kristin and Liz convene and start the process of updating the job descriptions. Kristin will send out dates and times for next week.

6. Approval of June Minutes – Jim D. made the motion to approve; 2<sup>nd</sup> by Jodie; abstain by Teresa; unanimous

7. Approval of July Clerk Payroll – Motion to approve the Clerk Payroll by Jim D.; second by Jodie; abstain by Teresa; unanimous
8. Adjournment – Motion to adjourn by Jim Dorval; 2<sup>nd</sup> by Jodie; unanimous

Minutes taken by HR Director, Kristin Melpignano

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Tarik Miranda, Chairman

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Jim Ligor, Vice Chairman

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Teresa Persico

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Jodie Nosiglia

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Jim Dorval

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Brian Long