

**Personnel Committee
Meeting Minutes
April 6, 2022
Town Offices
Open Meeting Via Zoom
6:00 pm**

The Open Session of the Personnel Committee of the Town of Whately was called to order on Wednesday April 6, 2022, at 7:02 pm by Keith Bardwell. Present via Zoom were Personnel Committee members Tom Mahar, Betty Orloski, Susan Baron, Joyce Palmer-Fortune. Also present were Town Administrator Brian Domina, Administrative Assistant Amy Lavallee, Town Clerk Amy Schrader, Police Chief Jim Sevigne, Recreation Commission Chairperson Chris Williams.

1. Review and vote to approve the meeting minutes from February 16, 2022

The Committee voted to approve the minute from the Personnel Committee meeting on February 16, 2022. Motion made. Motion seconded. All in favor: Roll Call Vote: Keith-yes, Tom-yes, Betty-yes, Susan-yes, Joyce-abstain.

2. Review and discuss proposed changes to job descriptions, hours worked and pay rates

a. Traffic Control Officer (request to create new position)

Police Chief James Sevigne shared with the Committee the job description for the new Traffic Control Officer position. Committee discussed the language of the proposed job description. Committee and Chief Sevigne agree to remove the requirement “was previously employed as a full-time or part-time Massachusetts police officer or as a Massachusetts Deputy Sheriff, as they feel it is too limiting for a civilian position. Motion made to recommend new Traffic Control Officer position with current job description, striking out the requirement “was previously employed as a full-time or part-time Massachusetts police officer or as a Massachusetts Deputy Sheriff.”. Motion seconded. All in Favor. Roll Call Vote: Keith-yes, Tom-yes, Betty-yes, Susan-yes, Joyce-yes. Position approval now goes to Selectboard.

b. Recreation Director/Coordinator (request to create new paid position)

Chris discussed with the Committee the job description for the new position of Recreation Department Coordinator. Committee discussed the proposal. Motion made to recommend new Recreation Department Coordinator with change of job description to include caveat that new director cannot simultaneously be a Recreation Commission member, and to set pay rate at \$20.94 an hour. Motion seconded. All in Favor. Roll Call Vote: Keith-yes, Tom-yes, Betty-yes, Susan-yes, Joyce-yes. Position approval now goes to Selectboard.

3. Discuss the idea of premium pay for front line workers during the pandemic as eligible expenses under the American Rescue Plan Act (ARPA)

Committee discussed premium pay for front line workers during the pandemic. Committee agrees to contact area towns to see what criteria they used for determinations or qualifications for pay. Committee agrees to table discussion until further information is gathered and evaluated.

4. Items not anticipated

None.

5. Adjourn

Motion to adjourn at 8:39pm. Motion seconded. All in favor. Meeting adjourned.

Next Meeting: April 14, 2022 at 7:30

Documents:

Agenda, Whately Personnel Committee, April 6, 2022

Meeting Minutes, February 16, 2022

Position Description, Traffic Control Officer

Position Description, Recreation Coordinator