

**Westport Personnel Board  
Meeting Minutes  
Virtual Meeting-Remote Participation  
September 07, 2023**

Present: Cindy Brown (Chair) , Gary Carreiro ,Nancy Holsworth, Carrie Cunha

Absent: Greg Hardoby

Cindy Brown (Chair) called the meeting to order at 7:03pm .

Cindy Brown read the following: This meeting is being held remotely in accordance with the Governor of Massachusetts '*March 12, 2020, order suspending certain provisions of the Open Meeting Law, G.L. c.30A Section 20 and on March 29, 2023, Governor Healey signed a Supplemental 2023 Budget Bill allowing remote and hybrid meetings options for public bodies through March 31, 2025. This meeting is being recorded.*

**1.Discuss the proposals received for Compensation and Classification study :**

Cindy Brown(Chair) addressed the Personnel Board Members of the two of three firms for the compensation and classification study, one from GovHR and one from McGrath Human Resources.

Cindy Brown mentioned of the positions that are listed within the RFP there are 83 positions that are non-union part time and or management and 39 positions union positions.

There were discussions within the Personnel Board Members on the two firms' proposals one was GovHR with them including union and non-union for the compensation and classification study in their proposal .There was further discussion on having one of the firms that would be needed in their proposal's a standardize job descriptions ,salary scale , job grade associated with a table. The Personnel Board discussed in requesting a meeting with each of the two firms for a more in-depth conversation.

Cindy Brown mentioned the town administrator is currently in negotiations with Teamsters, which is the clerical union at town hall.

**2.Minutes: N/A**

**3. Topic for Next Meeting Agenda:** Meeting with the two firms for Classification and Wage Study

**4. Meeting Schedule:** N/A

**5 Correspondence:** N/A

**6.Topics not reasonably anticipated forty-eight (48) hours in advanced of the meeting:**  
N/A

**Adjourn** :There being no further business to come before this meeting a motion to adjourn the meeting at 7:32 pm was made by Gary Carreiro and Carrie Cunha seconded the roll call vote in favor 4-0. Carreiro ;aye Cunha ;aye Brown ;aye Holsworth ;aye.

Respectfully submitted,  
Jessica McKane Personnel Board Recording Clerk

**REFERENCE DOCUMENTS:**

09-07-23 agenda Personnel Board.pdf

McGrath Proposal.pdf

Wage Study Evaluation Sheet.docx

GHR Proopsal.pdf

