

**Westport Personnel Board
Meeting Minutes
Virtual Meeting-Remote Participation
January 10, 2024**

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

Also present: Chief Christopher Dunn

Absent: Greg Hardoby, Nancy Holsworth

Cindy Brown called the meeting to order at 7:02pm .

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.

Cindy Brown (Chair) opened the Personnel Board meeting mentioning we are pleased to have the newly sworn in Chief of Police Christopher Dunn.

1.Discussion/Approval of Deputy Police Chief job description: Cindy Brown mentioned Chief Christopher Dunn is with us this evening and he wanted to present to us. Cindy Brown continued and said I will just give you a little bit of background. On the same date that our former police chief retired, so did the deputy chief. So right now, the current Chief Dunn is without a Deputy. There were some necessary changes that needed to be made to the job description and Chief Dunn wanted to get that taken care of as soon as possible so we can get this job posted and he can start the process of hiring a of appointing a deputy which was approved by Selectboard in their last meeting .

Chief Christopher Dunn mentioned for the Deputy Chief position the current job description which is slightly outdated and mentioned the changes he made to the job description. There were a few questions and discussions from the Personnel Board and there were a few changes made to the job description.

Motion: There was a motion to approved the job description with the recent changes for the Deputy Chief of Police ,Gary Carreiro made the motioned and Carrie Cunha seconded the vote The roll call was 3-0 Brown; aye Carreiro ;aye Cunha; aye

2.Discusssion /Approval of IT Director job description: Cindy Brown mentioned there are changes in job description in Director of IT. There were a few questions and discussions from the Personnel Board and decided to table the approval of the job description for the next meeting.

2.Update on Compensation Study: Cindy Brown mentioned Gov-HR will be sending out some forms to the employees to fill out and to have some individual meetings with them and then give the personnel board some feedback on how things are going so I'll be able to report back in a little bit more detail in the coming weeks. I think their final report may be due sometime around the end of April. I will have some intermittent updates for this board in the meantime.

3.Discussion of Personnel by-laws: Cindy Brown mentioned to have hopefully Gov- HR take a look at the Personnel by-laws to tell us perhaps some of the areas that need updating.

3. Minutes: The minutes (as one motion) for all the dates of July 12, 2023, September 07, 2023, and October 12,2023 November 01, 2023 , was presented for approval Carrie Cunha motioned and Gary Carreiro seconded to approve. The roll call vote was 3-0 in favor Brown; aye Carreiro; aye, Cunha;aye

Cindy Brown mentioned Greg Hardoby is a board member, and he wants to remain a member of the board and will take that into consideration. We have not seen him for some time, but I will reach out to him soon. I'll have a discussion with him when that comes up to see how he might be because it's tough with five people and it's difficult to make sure that we have a quorum anytime we have these meetings, so I appreciate everyone's attendance.

Adjourn :There being no further business to come before this meeting a motion to adjourn the meeting at 7:48 pm was made by Carrie Cunha and Gary Carreiro seconded the roll call vote in favor 3-0. Carreiro ;aye Cunha ;aye Brown ;aye.

Respectfully submitted,
Jessica McKane
Personnel Board Recording Clerk

REFERENCE DOCUMENTS:

01-10-23 agenda Personnel Board.pdf
WestportDeputyChiefofPolice_2.doc
IT Director Job Desc 10-17-23 Final.docx
3a IT Director Job Desc 10-17-23.docx
Meeting minutes 09-07-23 Personnel Board.pdf
Meeting minutes 10-12-23 Personnel Board.pdf
Meeting minutes 11-01-23 Personnel Board.pdf
Meeting minutes 07-12-23 Personnel Board.pdf

