



Personnel Board Meeting

March 16, 2016, MINUTES

Members Present: Thom Shaughnessy, Interim Chairperson, Eileen Beaulieu, Recording Secretary, Jim Reitzas, Gary Carreiro, Finance Committee Representative, Jim Harnett, Assistant Town Administrator for Planning.

Member Absent: Tim King, Town Administrator. Patti Spiteri.

Guests: Christopher Leonard, Director of Marine Services John Borden, Antone Vieira, Selectman.

The meeting was called to order at 6:04 PM by Thom Shaughnessy, Interim Chairperson.

1. Approval of Previous Minutes:

The minutes of the February 3, 2016 meeting were approved following their review on a motion made by Gary Carreiro and seconded by Jim Reitzas, then carried unanimously.

2. Old Business:

- Job Description Approval, Deputy Director of Marine Services. Mr. Leonard presented the need for a full time position to support and provide coverage for the Director of Marine Services. He noted that when the Director position was created four (4) positions—Harbor Master, Shellfish Warden, Wharfinger and 88 Boat Ramp--were combined. There is 7/24 responsibility. Also reported was the fact that the Board of Selectman has approved the position. This position was introduced to the Personnel Board in February as a part time position, not exceeding a salary of \$35,000. The Deputy position is now brought forward as a full time position with a \$40,000/year salary. An up-dated job description needs to be presented to the personnel board before vote of support can be offered. Clarification is also needed as to whether the fiscal year 20017 budget provides for the position. Jim Harnett will provide the required information for the next meeting. A motion made by Gary Carreiro and seconded by Jim Reitzas carried unanimously.
- Job Description Approval, Assistant Town Administrator for Planning. The Job description for the position of *Assistant Town Administrator for Planning* was distributed. It was clarified that this is a new job description and a new position. The Personnel Board needs time to review the document before taken any action. In a motion made by Gary Carreiro and seconded by Eileen Beaulieu, carried unanimously, to review the document and position at the next meeting.
- Other old business (1) "Recording Clerk" category for the Personnel Bylaws' Appendix (reference Tim King email memo 2/23/16, copies available and (2) Approval of change of Data Processing Coordinator's title to: Director of Information Technology were tabled to the next meeting.

3. New Business:

- Discussion of Advertising for and Hiring of Westport Residents for Positions in Town. Mr. Vieira referenced the Personnel Bylaws and Policies and Procedures for Town practices noting that none specifically speak to a requirement for such preferences. He noted that there has been an evolution of practice over the years and that some union contracts clearly stipulate residency is required, for example police and fire personnel. In querying Denise Bouchard, Secretary to the Selectman, she states that it is "understood" that town residents

receive preference when all other qualifications are equal. Mr. Vieira provided examples of appointments where non-residents were hired demonstrating departure from the residency preference expectation. He suggests that the Personnel Board address the issue in the Personnel Bylaws; that the Personnel Bylaws receive a full review and revision. A lengthy discussion explored the mission and role of the Personnel Board to include assuming a more active role in the Human Resource Management of the Town. Noted was a need to examine the employee evaluation process, to include policy and procedure, and its application to all Town employees. Suggested was that advertising assume a new model to include all types of media for all types of positions. It was recommended that postings for open positions be offered to town residents, proceeding to non-residents only when applicants proved to not to be qualified. Jim Harnett, Assistant Town Administrator for Planning will follow-up in support of the Personnel Board.

- Thom Shaughnessy reported that a communication alerts the Personnel Board to a state requirement that Precinct Workers be classified as Town employees. Marlene Samson will attend the next Personnel Board meeting to establish the position and pay rate in time for Town Meeting approval.

4. **Next Meeting:** April 6, 2016 at 6 PM in the Westport Town Hall.

5. **Adjournment:** There being no further business, Thom Shaughnessy motioned and Jim Reitzas seconded the adjournment of the meeting at 7:16 PM.

Respectfully submitted,

Eileen P. Beaulieu
Recording Secretary