

**Personnel Board  
March 12, 2021, 10:00 AM  
Remote Meeting  
Minutes**

**Present:** Robert Conlon, Debbie Shuman, Mark Fisher, Town Administrator Kristine Trierweiler, HR Director Kathy Vandenboom

Robert Conlon called the meeting to order at 10:00 AM and read the following:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, section 18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice, and all votes, subject to remote participation will be roll call votes.”

Kristine provided a staffing update. Police are at full staffing with one recruit remaining at the Academy. DPW will transition back to normal schedule after their split shift over the last year for COVID-19.

Current Human Resources budget was submitted carrying a sum for a COLA Increase. Kristine explained that she carried it in the budget from the beginning, if the Board votes on the recommended COLA that sum of money will be distributed to each salary line item in the budget.

Board discussed Cost of Living Adjustment for FY2022 budget. Kristine reminded the Board that the non union employees including all management employees received a 0% COLA for FY2021 due to the budget constraints due to COVID-19. Kristine and Kathy have reviewed and are recommending a 2% COLA for non union employees and the restoration of a 2% merit budget to be distributed to non union management employees.

**Vote:** Mark Fisher made a motion to approve the recommendation of a 2% COLA and a 2% Merit Pool/Market Adjustments for Managerial Positions, seconded by Debbie Shuman, Roll Call Vote was taken: Debbie Shuman-Yes, Mark Fisher-Yes, Robert Conlon-Yes.

Kristine and Kathy presented a reclassification request for the administrative assistant at the Police Department. Position was initially hired at a Grade 50, which is the Grade that the former

employees was in (Grade 50 OM). The position had been discussed prior to the employee's retirement that it should be regraded to a Grade 60. The last reclassification study in 2013 had indicated the position should be changed to Grade 60 and new responsibilities added including moving all records to electronic vs paper ledgers. Kristine asked the Board to give Kathy the flexibility to determine where in the Grade 60 would be appropriate.

**Vote:** Mark Fisher made a motion to approve the reclassification of the administrative assistant in the Police Department from a Grade 50 to a Grade 60. Kathy Vandeenboom to determine appropriate step placement, seconded by Debbie Shuman, Roll Call Vote was taken: Debbie Shuman-Yes, Mark Fisher-Yes, Robert Conlon-Yes.

Board asked for an update on contract negotiations. Kristine informed the Board that the current contract for the Town Administrator is under review, the BOS are reviewing a contract extension for the Police Chief. New CBA's for Police and Fire will be brought to the Annual Town Meeting.

Debbie Shuman made a motion to adjourn, seconded by Mark Fisher, Roll Call Vote was taken: Debbie Shuman-Yes, Mark Fisher-Yes, Robert Conlon-Yes.

Meeting adjourned at 10:50 AM.

**Documents Reviewed at Meeting:**

1. FY2021 Personnel Plan