

Sandwich Town Hall
130 Main Street
Sandwich, MA 02563
4:30 P.M.

TOWN CLERK
TOWN OF SANDWICH

OCT 05 2018

2 H 00 M P M
RECEIVED & RECORDED

MINUTES OF THE PERSONNEL BOARD
MAY 16, 2018

Present: Karen Miller, Chair; Kelee Renzi, Sue Hart, (members) Marie Buckner, Human Resources Director and Janice Hagberg, Assistant Human Resources Director.

Also Present: Jackie Munsell (guest).

1. Ms. Miller convened the meeting.
2. Minutes of February 15, 2017 were reviewed. Ms. Renzi moved approval of the minutes of February 15, 2017 as submitted. Ms. Miller seconded. Unanimous.
3. Review and Rate Job Description ~ Director of Public Facilities.

The Board reviewed the position description as it currently exists. There was considerable discussion regarding the different responsibilities of this position as the work load increases and staff is expanded. The Board regraded the position from a Grade 14 to a Grade 16.

4. Old Business

None

5. New Business

Ms. Buckner explained the process going forward for filling the position of Assistant Human Resources Director as the position will be vacant effective June 1st.

The meeting adjourned at 5:25.

Respectfully submitted,



Marie Buckner
Human Resources Director

