



TOWN OF YARMOUTH

1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-24451
Telephone (508) 398-2231, ext. 1271, Fax (508) 398-2365

TOWN
ADMINISTRATOR
Robert L. Whritenour, Jr.

DIRECTOR OF
HUMAN RESOURCES
Sarah O'Reilly

Notice of Meeting

Name of Committee or Board: Personnel Board

NOTE: THIS IS BOTH AN IN-PERSON AND REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law G.L. 30A, § 18, and the June 16, 2021 Act extending certain COVID-19 measures adopted during the State of Emergency until July 15, 2022, this meeting will be conducted both in person and via remote participation.

Introduction to Remote Meeting:

This Open Meeting of the Personnel Board is being conducted remotely
Via the Zoom Application as well as in-person at Yarmouth Town Hall.

If you wish to participate remotely, you may join in by using the following link:

<https://us02web.zoom.us/j/88646365299?pwd=WWEyNVZLbkVwclpTZmdnUEwyU3VNdz09>

Meeting ID: 886 4636 5299

Passcode: 300417

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Notice of Meeting

Name of Committee or Board: Personnel Board

Date of Meeting: April 12, 2022

Time: 4:00 pm

Place: Yarmouth Town Hall, Conference Room B

Agenda Items:

- I. Public Comment
- II. March 12, 2022 Meeting Minutes Review and Approval
- III. Personnel Policy guidelines review – next steps
- IV. Staff and/or Chair business
- V. Personnel Board proposed Meeting: Tuesday, May 10, 2022
- VI. Adjourn

MINUTES OF MEETING
 March 21, 2022, 4:00 p.m.
 Yarmouth Town Hall – Room B

Members present: Betty-Jane Burkhardt, Chair, Sharon Ladley, Vice-Chair, Dianne McElroy

Absent: Brian Gardiner

Others present: Sarah O’Reilly, Director of Human Resources, Roby Whitehouse, Assistant Director Public Works, Jeff Colby, Director of Public Works

The meeting was called to order by Chairman Burkhardt at approximately 4:10 p.m. Roll call was taken.

Minutes

The minutes for the February 15, 2022 meeting were reviewed and a motion was made by Ms. Ladley to approve the minutes, seconded by Ms. McElroy.

Park and Cemetery Supervisor

The request for job description edits was presented by Assistant Director of Public Works Roby Whitehouse. After some discussion, Ms. Ladley made a motion, seconded by Ms. McElroy and a roll call vote was taken with the members voting 3-0 to approve the Park and Cemetery Supervisor job description at a Grade 12 with the following ratings:

Park and Cemetery Supervisor								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	3	40	7	2	25	13	XXXX	XXXXXX
2	4	60	8	2	15		2	XXXXXX
3	3	50	9	2	15	14A.	2	15
4	3	30	10	3	30	14B.	2	15
5	4	40	11	2	15	14C.	2	15
6	3	60	12	2	10	TOTAL		435
							GRADE	12

Park and Cemetery Foreman

The request for job description edits was presented by Assistant Director of Public Works Roby Whitehouse. After some discussion, it was determined that the job description should be split into two job descriptions – 1 for Parks and 1 for Cemeteries. These will be placed on a future agenda.

Personnel Policy Guidelines

Sarah presented Personnel Policy Guidelines with some revisions. It was determined that the members needed more time to review them in detail and that they would be placed on a future agenda for further review and possible vote.

The next meeting was confirmed for April 12, 2022 at 4:00pm and will be a hybrid meeting both virtually on Zoom and in person at Yarmouth Town Hall.

A motion was made by Ms. Ladley to adjourn, seconded by Ms. McElroy, which was unanimously approved and the meeting was adjourned at approximately 5:07 p.m.

Respectfully submitted,

Sarah O'Reilly
Director of Human Resources, Town of Yarmouth

SO