



TOWN OF SOUTHAMPTON

Southampton, Massachusetts 01073

Personnel Policies and Procedure Board

Minutes

September 15, 2016

Present: Arthur Lawrence, Joanne Alderman, Janet Cain, Jim Palermo

Not Present: Charlie Kaniecki

Also Present: Donald I. Jacobs, Consultant

The meeting was called to order at 6:00 PM

Regular Business

Personnel Change Forms (PCF)

A PCF was submitted by Police Chief Michael Goyette, seeking to upgrade the status of Ian Illingsworth from Acting Lieutenant to “Permanent” Lieutenant. The motion was seconded by Member Cain. During the discussion it was noted by Member Alderman that the term “Permanent” should not be used in this context, because no employer can assure an employee that their employment will never end. Rather the correct term to be used is “Regular.” With that caveat, the PPPB voted unanimously to approve the PCF, which continued without change the pay, and the terms and conditions currently in effect. It was also decided that the Chair will advise Appointing Authorities and Department Heads of the correct terminology.

Two PCFs were submitted by Chief Goyette regarding the status of Auxiliary Police Officer Timothy J. Blais, from “Emergency” to “Regular Part-time” inasmuch as he has completed his training program and passed a written exam. His rate of pay remains \$18.89 per hour, with a variable work schedule. Member Cain moved to approve both PCFs, and Member Alderman seconded the motion, which passed unanimously.

Town Administrator Heather Budrewicz submitted a PCF seeking the temporary, emergency appointment of Eileen Couture to serve as Town Clerk until November 30, 2016, or until Town Clerk Janine Domina returns from her absence due to illness. Member Palermo moved to approve the PCF, in order to permit discussion. Member Cain seconded the motion. During the discussion, several issues were raised. First the PPPB questioned whether it had the authority to approve the

replacement of an elected official. It was the consensus that with the November election looming, and with the early election process beginning in October, it was essential that there be a person in place to fill in for the Town Clerk. In addition, Member Cain, as Liaison from the Finance Committee, noted that continuing the pay for Mrs. Domina and paying an Acting Town Clerk \$18.00 per hour for 20 hours per week (as set forth in the PCF) could deplete the Finance Committee's reserve fund. Thus, it was suggested that consideration be given whether the appointment could be for fewer than 20 hours per week. Ultimately, it was agreed that the PPPB would approve the PCF, with the caveat that the BOS be advised of our reservations and concerns. The motion was then approved unanimously.

Minutes:

Member Alderman moved to approve the minutes from the August 25, 2016 meeting. Member Palermo seconded the motion, which passed unanimously.

By roll call, the PPPB voted to enter executive Session, pursuant to Open Meeting Law, G.L. c. 30A, s 21 – to conduct strategy sessions in preparation for negotiations with non-union personnel. Each member voted Aye.

The regular session of the PPPB meeting closed at 6:30 PM. And the Executive Session began, with Mr. Jacobs in attendance.