

MINUTES OF MEETING  
January 9, 2023, 4:00 p.m.  
Yarmouth Town Hall

Members present: Sharon Ladley, Vice-Chair, Dianne McElroy, Dotty Guenther, Richard Simon

Absent: Betty-Jane Burkhardt, Chair

Others present: Sarah O'Reilly, Director of Human Resources, Mariya Ruseva, Town Accountant, and Sue Ripley, Treasurer/Collector

The meeting was called to order by Vice Chair Ladley at approximately 4:10 p.m. Roll call was taken. Sarah welcomed Richard Simon who is a new Personnel Board member, appointed by the Finance Committee.

Assistant Town Accountant

The request for job description review was presented by Mariya Ruseva, Town Accountant. After some discussion, a motion was made by Ms. McElroy, seconded by Ms. Guenther and the position was approved 4-0 with the following ratings at a grade 12:

Communications Manager								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	4	60	7	4	75	13	XXXX	XXXXXX
2	4	60	8	1	5		3	XXXXXX
3	3	50	9	1	5	14A.	1	5
4	5	60	10	1	5	14B.	1	5
5	3	20	11	1	5	14C.	2	10
6	2	40	12	3	15	<b>TOTAL</b>		<b>420</b>
							<b>GRADE</b>	<b>12</b>

It was noted that we did not have the scoring for the Finance Tech so that position may need to come before an upcoming meeting of Personnel Board.

The minutes of the December 12 meeting were presented; however, it was determined that these would be reviewed and voted at the next meeting since the Chair was not present and Mr. Simon had not been at the December meeting.

The February meeting is scheduled for February 13 at 4:00pm. Upcoming positions to be reviewed include Engineering Project Manager, Economic Development Coordinator, Seasonal Parks Custodian, and possibly, Finance Technician.

A motion was made by Ms. McElroy to adjourn, seconded by Ms. Guenther, which was unanimously approved and the meeting was adjourned at approximately 5:08 p.m.

Respectfully submitted,

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

SO