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ORLEANS TOWN CLERK

**PERSONNEL ADVISORY BOARD  
MINUTES**

**Wednesday, September 12, 2023  
2:00 p.m.**

**Tonset Room, Town Hall, Orleans, MA**

Approved:  
*[Signature]*  
10/5/23

**Present were** Gail Meyers Lavin, Chair; Sue Meisinger, Clerk; Lorraine Normann, Member; Linda Surdut, Assistant Town Manager; and Kimberly Newman, Town Manager.

The meeting was called to order by Ms. Lavin at 2:02 pm.

Ms. Surdut provided Board members with copies of the draft Town Meeting Warrants for the Town Meeting on October 16<sup>th</sup>; the Personnel Bylaw; Municipal Position Classification and Rating Manual, and a copy of a June 3, 2023 memo to the Select Board amending the seasonal pay plan for playground director.

**Request for a template:** Prior to Ms. Newman's arrival, Ms Lavin requested that Ms. Surdut create a template for future meeting agendas which would include a Call to Order, Public Comment, Future Agenda Items, and Adjournment. Ms. Surdut assured Ms. Lavin she would do so.

Ms. Newman joined the group, and provided an update on various warrant articles that would be presented for a vote at the Town Meeting which address various personnel position issues. These warrants are necessitated by the operation of the current town bylaws.

Ms. Newman also asked members of the Board to familiarize themselves with the Personnel Bylaw to be able to provide any thoughts on its contents. Ms. Meisinger asked that the document be provided in a word document to enable easy review, and that any other personnel policies which might not be reflected in the bylaw be shared as well.

Because one of the draft articles in the Warrant provides for adding additional position titles, (with grade placements to be determined by the Town Manager using the existing classification methodology), the Personnel Advisory Board is required to conduct a hearing pursuant to the Personnel Bylaw, which the board agreed to schedule on October 5<sup>th</sup> at 10:15.

Ms. Newman also expressed interest in including other people in the Board's work, recognizing that under the Personnel Bylaw only Board members would be able to vote on any issues requiring a vote.

**It was moved, seconded, and voted unanimously 3-0 to adjourn at 1:10 pm.**

Respectfully submitted,  
*[Signature]*  
Sue Meisinger, Clerk