

**TOWN OF SHARON**  
Office of the  
**PERSONNEL BOARD**  
Sharon, MA 02067

Minutes of the Personnel Board Meeting July 20, 2023

Virtual Zoom Meeting in Session: 7:05 pm

Members present: Kathleen Kelley, Holly Lite and Allan Motenko  
Also present: Fred Turkington, Town Administrator

1. Minutes - The minutes of June 15, 2023 were approved unanimously.
2. Holly Lite reported on what the Select Board had been discussing recently in regard to employee shortages as well as some programs the town does to show appreciation to the employees and boost morale. She also stated there were some employees that would be requesting to extend their vacation time.
3. The Library Page Job Description was approved and rated.
4. The Employee Benefits Administrator Job Description was rated by the board after Fred Turkington gave an overview of the position.
5. The board reviewed the Library's Technical Services Assistant Job Description. Kathleen Kelley made the motion.  
**Motion:** "To approve the Technical Services Assistant Job Description"  
**Motion carries:** Unanimous
6. Kathleen opened the discussion regarding the Personnel By-laws that the board reviewed. Board members shared their opinions on what they would like to see kept in the by-law. Fred Turkington shared with the board the changes that need to take place legally in the by-law to be compliant with current laws and practices in Human Resources. Fred also discussed how things work with union contracts and collective bargaining. Allan Motenko shared his interest in being involved in the collective bargaining process. Kathleen asked Fred about a timeline for the legal personnel the town hired to review the by-laws. Fred stated the technical part would be complete in November and wrapped up in December.
7. Kathleen stated she would like hold a vote on the Chair and Vice Chair positions at the next meeting, being that both Gloria Rose and Lauren Brenner were not in attendance.
8. Next meeting scheduled was for August 17, 2023 in person at 7:00pm
9. Meeting adjourned at 8:25 pm

<b>Action Items/Pending:</b>
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