



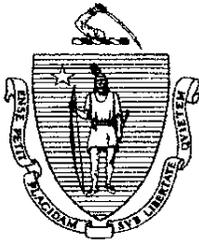
HUMAN RESOURCES BOARD
August 19, 2020
7:00 PM

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
 - a. Request for performance awards – Town Clerk
 - b. Request for performance awards – IT Department
 - c. Request for performance awards – Board of Health
 - d. Request for promotional increases – Board of Health
 - e. Request for hire above the midpoint – Board of Health

2. Other Actions
 - a. Discussion on personnel policies
 - b. Performance review update
 - c. New business
 - d. Approval of ratification list
 - e. Approval of the minutes

ONLINE REMOTE MEETING: <https://www.wellesleymedia.org/live-streaming.html>. View of TV on Comcast 8/Verizon 40. Residents seeking to participate in citizen speak or any other agenda item should email sszcebak@wellesley.gov prior to the meeting to be placed on the agenda and a number will be assigned for speakers.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, 20

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body

through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

PRINTED ON RECYCLED PAPER

Now THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

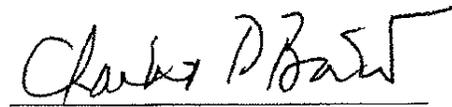
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at M this 12th day
of March, two thousand and
twenty.

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

TOWN OF WELLESLEY PERSONNEL BOARD'S

RECOGNITION PROGRAM FOR PROFESSIONAL STAFF

I. PURPOSE

To establish a recognition program for exempt "50 Series" employees below the level of Department Head whose positions are contained in the Town's Merit Pay Plan.

II. POLICY

To provide an opportunity for Merit Pay Plan employees below the level of Department Head to receive a recognition award from the Town based on a quantifiable contribution to a project of significant impact which is beyond the scope of the duties outlined in their position description.

III. APPLICATION

This program applies to permanent, full time, Merit Pay Plan employees below the level of Department Head who have completed at least one year of continuous service.

IV. PROCEDURE

The Recognition Program shall be administered by the Personnel Board in a fair and impartial manner. The Personnel Board shall determine which nominees will receive awards in each fiscal year as well as the maximum amount of each award, in accordance with the following procedures and subject to funding. All determinations of the Personnel Board shall be final.

- 1) Department Heads may nominate no more than two employees in a fiscal year for a recognition award with the approval of their Board or Committee. Such nomination must be made in writing to the Personnel Board no later than May 15th for an award in the current fiscal year. Supporting documentation, as described below, must be submitted with each nomination.
- 2) Employees nominated for an award under this program must have contributed such an excessive amount of time, effort, and dedication to the Town on a project of significant impact that the Department Head will be able to quantitatively justify the nomination in writing to the Personnel Board. In addition, the nominated employee's performance rating and the project outcome must be of high caliber in order to support the nomination.
- 3) Any employee who is granted an award under this Plan will not be eligible to be nominated for an award in the subsequent year.
- 4) Recognition award payments will be no greater than two weeks pay at the nominated employee's rate of pay. Any award will be a lump sum award that will not impact base pay or benefits.
- 5) Awards granted to an employee whose department is subject to enterprise funds will have all recognition awards paid by such department's funds. Departments without enterprise funds will receive awards from the appropriate line item within the Human Resources Department budget. All awards are subject to funding.

6) The total number of awards approved by the Personnel Board will be limited by the amount of funding available for this program but shall not exceed 10% of all covered Merit Pay Plan employees in any year.

V. ENFORCEMENT

It is incumbent upon Department Heads to support the integrity of the Town Recognition Program by submitting nominations in a fair and impartial manner based on the criteria delineated above. The Human Resources Department will provide advice and assistance to Department Heads in the nomination submission process. The Personnel Board shall be responsible for the administration of this program and granting of recognition awards. All determinations of the Personnel Board shall be final.

APPROVED BY:

PERSONNEL BOARD
Issued 5/97

Town of Wellesley, MA

Information Technology Department



Brian C. DuPont, Director of Information Technology

TO: John Hussey, Chair, Human Resources Board

DATE: August 14, 2020

SUBJECT: Recognition Award

Mr. Hussey,

Per the HR Department's Personnel Guidebook, I nominate **Thomas Nethercott, Suzanne Newark, Vernon Ng, and Michael Thompson** to receive a recognition award equal to 2 weeks' pay at each employee's established rate. This nomination recognizes the incredible effort our IT team has made to make sure that each and every Town Department could maintain a continuously high level of service to Wellesley's residents throughout the COVID-19 crisis. The notes below highlight specific examples of their exemplary service over the last several months. Funding for two (2) awards is available in the IT Department's **FY21** personal services budget. The other two (2) awards will be paid with **FY20** personal services funds encumbered for this purpose.

Thomas Nethercott joined the IT Department in August 2019 and has made an immediate positive impact on the Town. While our GIS Office staff is typically not tasked with installing hardware and software, or troubleshooting networking issues, Tom stepped out of his "comfort zone" during the COVID-19 crisis to support remote work tools for many Town staff. This work often happened at odd hours, and with very little notice. One DPW administrator even sent me a personal note to say that... *"I want to make you aware that each time I've needed Tom's action he's been immediately responsive, and it's helped me get my work completed."*

Suzanne Newark has embraced her status as "emergency personnel", and worked very closely with staff in the Finance Department to make sure that payroll was processed, tax bills were delivered, and AP runs were completed. She's been a regular presence in Town Hall, even while most employees have been working remotely. When the Town Clerk's Office was looking to give residents a contact-less way to request and pay for copies of vital records, Suzanne quickly built a digital workflow on our ViewPoint Cloud public portal (see <https://wellesleyma.viewpointcloud.com/categories/1074/record-types/1006461>).

At the onset of the COVID-19 crisis, external access to Town IT resources for most users was limited to select applications (MUNIS, Word, Excel, GIS, etc.) published online through our Citrix XenApp solution. These tools were designed only for occasional, not regular use. **Vernon Ng** scrambled to find an alternative, and quickly enabled secure VPN access to the network and Remote Desktop connections for nearly 100 remote workers. Using these

Memo to HR Board
August 14, 2020
Page 2

tools, our users can log on remotely to their *actual* office computer, and work with all of the critical business application installed there. I've received many positive comments on this new VPN/RDP solution which, coincidentally, laid the foundation for a new Microsoft Remote Desktop Services solution to be rolled out soon.

When the Board of Selectmen (and others) were looking for a means to consolidate messaging and information related to the COVID-19 outbreak on the Town's website, **Michael Thompson** responded by working independently to build the Town's COVID-19 Information Hub (<https://coronavirus-wellesleyma.hub.arcgis.com/>). Since it's deployment, he's worked closely with Stephanie Hawkinson, representatives from the Board of Health, and others to ensure that the site presents accurate case counts, current statistics, and relevant news and information for the entire Wellesley community. Mike followed up his ingenious work on the COVID-19 Hub by building the new MapWellesley site (<https://map-wellesleyma.hub.arcgis.com/>) with the same toolset.

Throughout the COVID-19 crisis, our Department had had to remain flexible and responsive to a quickly changing landscape. None of the projects referenced above were planned at the beginning of the fiscal year, and yet, all of these individuals were able to make significant progress towards (or outright complete) established FY20 goals. My entire team has worked extremely hard over the last 5 months, frequently putting in extra hours outside of the normal workday. I hope you will agree that a recognition award is an appropriate small token of thanks for their tremendous effort.

I look forward to discussing these nominations with you at an upcoming meeting of the HR Board. In the meantime, please don't hesitate to contact me with any comments, questions, or concerns at bdupont@wellesleyma.gov, or via phone at 781-258-9256.

Sincerely,



Brian DuPont, IT Director

Cc: Meghan Jop, Executive Director
Scott Szczebak, HR Director

Town of Wellesley Massachusetts



Town Clerk

KC Kato
525 Washington Street
Wellesley, MA 02482

Telephone: (781)-431-1019 x 2252
Facsimile: (781)-237-5037
Email: kckato@wellesleyma.gov

Performance Recognition Award Recommendation to the HR Board

I would like to nominate Elizabeth Kelley for a Performance Recognition Award.

Employment History: Liz has been a superior contributor to the Town Clerk's office for 6 years, 3 years as the Assistant Town Clerk. In addition, she worked for the Treasurer's office for 4 years prior to being the Assistant Town Clerk. She is currently a level 52.

Although Liz has always been a high-level contributor in the Town Clerk's office, for the time period of March through September 2020 she has gone above and beyond in several areas. In addition, I expect the pace to continue until the end of December 2020.

Due to COVID, the Town Clerk's office has had to pivot overnight to providing remote service as well as operate elections using very different and time-consuming processes which are continually changing. This has created a very stressful environment and has required additional hours on everyone's part.

While many of the office's services are now being fulfilled remotely, the community has not seen a or decline in any of the required services. Much of this is due to Liz's leadership. In addition, our ability to effectively operate elections is a result of Liz's efforts.

Liz has contributed in the following areas.

- Quick transition to remote work
 - Unfortunately, COVID resulted in a significant increase in demand for death records processing. Liz was able to work with the Funeral Homes and the Wellesley Health Department to ensure all vital records were recorded in a timely manner.
 - To support our ability to provide vital records of all types (Death, Birth, Marriage) Liz worked with IT to develop an online Vital records system for requests and payment. The new system was up and running within a few weeks and is working fabulously.
 - In addition, her husband has become the Remote Office Mail Clerk. Ensuring that vital records are mailed out on a timely basis.
 - Liz has figured out ways to get the majority of her work done remotely which supports in-office social distancing and the need to only have first 25% then 50% of our staff in the office.
- Elections oversight and operations
 - We could not have gotten through the June 13th election without Liz's help. In addition, she is stepping up even more for the September 1st election.
 - Elections are typically only a small part of Liz's work. Our office has only 1 dedicated person to Elections. The volume of work today would indicate a need for an office of several more FTEs to get the work done.
 - Liz continues to do all the tasks within her own job description and has also stepped up to do a significant amount of ballot processing work. Historically we used to receive 500-750 requests for absentee ballots. For the June 13th election we had 4000 requests. We expect to have well over 6000 requests for the September 1st election and since it is a double election, that means

twice as many ballots to mail. The June 13th election was 500% more work. The September 1st election will be at least double to triple that of June 13th.

- Liz has provided strategic guidance in how we run elections. She is always available to brainstorm about ways to ensure efficient elections while maintaining social distancing and safety for staff and voters.
- During April-September, Liz has been working well over 35 hours per week. Often significantly more. And even if not at her computer, she's thinking about how we run the office and elections better and safer. She is often online at 6:30 am and checking emails after the office closes. Everyone else in our office is hourly. When they work more hours, they get paid more.
- Due to the huge volume of work, she has enlisted her family members to volunteer and help with communications and ballot processing. She and her family stamped and labeled 6000 postcards over an April weekend and week to let the community know about our vote-by-mail campaign. Her family was not compensated for this time.
- She has been extremely flexible with our continuing changing schedule. To maintain social distancing and get the required work done, we have been scheduling different people in the office and also doing split shifts which means sometimes starting at 7:30 AM or working until 7:30 PM.
- Due to changing locations and processes for the June 13th election, we needed additional signage and equipment and PPE. Liz took care of it all.
- No job is too big or too small. Liz provides strategic advice and also stuffs envelopes for mailing.
- She has ensured that we kept track of our expenses, processed invoices, and ensured we followed the Financial Services process for MUNIS during a very hectic end of year time. Because the election was so close to the end of the year, it required a high attention to detail to ensure everything was accounted for within FY20.
- The September 1st election is even more challenging due to legislative changes and the combination of having the State Primary and the BOS special election at the same time. The State legislation is requiring many procedural changes and additional steps. Many of these changes, are still being developed by the State. The State continues to issue new regulations on how we process the ballots. The State computer systems were not designed to support such a volume of Vote-By-Mail ballots. Liz has been great at developing plans to get the work done and doing the work while working with the challenges of the State's lack of systems. She has also been willing to change in an instant as the State issues new regulations and guidance.

Liz has provided overall leadership to the entire team. She is willing to help anyone on the staff, and does so without even being asked. She identifies a problem and helps to fix it. Her can-do attitude, strategic thinking, and ability to just roll with it has been a tremendous asset as everything we used to do, we are doing differently today. Her ability to adapt to the constant and fast changing pace is what has made the office successful.

I recommend that Elizabeth Kelley receive the highest level of Performance Recognition Award - 2 full weeks salary.

Please let me know if you have any questions.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read "KC Kato". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

KC Kato
Wellesley Town Clerk

compensation correction

Izzo, Lenny <lizzo@wellesleyma.gov>

Mon 8/17/2020 12:56 PM

To: Szczebak, Scott <sszczebak@wellesleyma.gov>; Linda Oliver Grape <lindaloliver17@gmail.com>

Scott,

Please accept this email as an amendment to the request letters for bonus compensation for Ann Marie McCauley, Vivian Zeng and Cheryl Lefman in recognition for their extraordinary work on our COVID-19 response. We are requesting a onetime payment equivalent to two weeks' pay.

Thank you for your assistance,

Lenny

Leonard A. Izzo, R.S.,C.H.O.
Director of Public Health
Town of Wellesley



TOWN OF WELLESLEY

HEALTH DEPARTMENT

ANNIE F. WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MA 02481

BOARD OF HEALTH

SHEPARD N. COHEN, MPA, CHAIR
MARCIA TESTA SIMONSON, MPH, PH.D.
LINDA OLIVER GRAPE, PA-C, MPH

LEONARD A. IZZO, MS, RS, CHO, DIRECTOR

TEL (781) 235-0135
FAX (781) 235 4685
WWW.WELLESLEYMA.GOV

August 15th, 2020

To: Scott Szczebak, Director of Human Resources
Members of the Human Resources Board

Dear Members of the Human Resources Board,

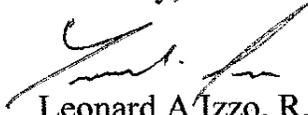
As we are sure that you will agree, the past several months have truly been unprecedented times. When the first case of Covid-19 was diagnosed in Wellesley on Friday, March 6th, the members of the Wellesley Health Department immediately responded with laudable professionalism and dedication. Their level of commitment has not waned.

One of the key contributors during this time is our Public Health Nursing Supervisor, Ann Marie McCauley, RN. She has been responsible for overseeing the outreach and tracking of our 200+ residents who have tested positive for Covid-19. Positive cases have been reported seven days per week and at all hours; Ann Marie has made herself available literally 24 hours/day, seven days/week to notify residents of test results. Her interactions with our citizens have always been with great compassion and an eagerness to support them. Ann Marie has been a knowledgeable resource to our town's two extended care facilities as they dealt with a significant number of patients with Covid-19. She has given very generously of her time and has done so without fanfare.

In addition to Ann Marie's work notifying residents of results and educating them about the disease, she has been a consultant for the Town's various departments answering queries about best practices on how to minimize disease spread. She has routinely done so with a positive, cheerful attitude and with great empathy.

It is evident that she is one of Wellesley's "unsung heroes" during the pandemic and is most deserving of our recognition and our sincere gratitude. To that end, the Board of Health and Health Department Director are unanimously requesting that Ann Marie McCauley receive a bonus as a token of our thanks for her tireless efforts and dedication to the Town. We feel that an award in the amount of [REDACTED] *2 weeks* [REDACTED] would be appropriate. It is our understanding that the funding for this recognition would eventually be funded through the CARES Act. We appreciate your consideration and hopeful approval.

Sincerely,



Leonard A. Izzo, R.S., C.H.O.
Director Wellesley Health Department

Wellesley Board of Health



TOWN OF WELLESLEY

HEALTH DEPARTMENT

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August 15th, 2020

To:

Scott Szczebak, Director of Human Resources

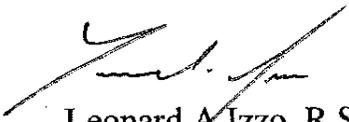
Members of the Human Resources Board

As we are sure that you will agree, the past several months have truly been unprecedented times. When the first case of Covid-19 was diagnosed in Wellesley on Friday, March 6th, the members of the Wellesley Health Department immediately responded with laudable professionalism and dedication. Their level of commitment has not waned.

A key contributor during this time is our Environmental Health Specialist Vivian Zeng. During this pandemic Vivian stepped up and took this task head on, with drive, excitement and passion and hasn't stopped. The environmental health agents of the community are tasked with enforcing all the federal, state and local mandates and executive orders. Vivian has been part of all our major decisions around local outreach and enforcement and has been our main enforcer and educator for the business throughout town. Vivian has represented the health department in various committees and work groups associated with COVID. Such as the numerous working groups around food services in town, that included outdoor dining, expansion of take out services, temporary dining, and roll out of regulations and requirements to reopen for indoor dining. Vivian has also been the primary contact for our 2 colleges in town and guiding them on a safe and proper opening.

It is evident that she is another one of Wellesley's "unsung heroes" during the pandemic and is most deserving of our recognition and our sincere gratitude. To that end, the Board of Health and Health Department Director are unanimously requesting that Vivian Zeng receive a bonus as a token of our thanks for her tireless efforts and dedication to the Town. We feel that an award in the amount of [REDACTED] would be appropriate. It is our understanding that the funding for this recognition would eventually be funded through the CARES Act. We appreciate your consideration and hopeful approval.

Sincerely,



Leonard A. Izzo, R.S., C.H.O.
Director Wellesley Health Department

Wellesley Board of Health

2 weeks



TOWN OF WELLESLEY
HEALTH DEPARTMENT

ANNIE F. WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MA 02481

BOARD OF HEALTH

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August 15th, 2020

To: Scott Szczebak, Director of Human Resources
Members of the Human Resources Board

Dear Members of the Human Resources Board,

As we are sure that you will agree, the past several months have truly been unprecedented times. When the first case of Covid-19 was diagnosed in Wellesley on Friday, March 6th, the members of the Wellesley Health Department immediately responded with laudable professionalism and dedication. Their level of commitment has not waned.

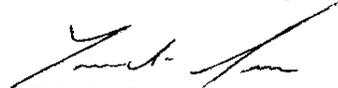
A key contributor during this time is our Community Health Coordinator Cheryl Lefman. Through this time Cheryl has worked tirelessly to keep the public up to date with the most recent, impactful and useful information. Cheryl worked closely with Stephanie Hawkinson to develop, update and post the daily and now weekly community briefings on COVID. Cheryl is behind all public health postings, and information distribution working with all areas of our department. As examples, with nursing Cheryl posts and tracks all case counts, develops messaging for outreach on testing information and health care settings, In addition remains our primary contact with Newton Wellesley hospitals Community Benefits Division. For the Social Workers, Cheryl assist with the education and posting on resources, grants awards and new and emerging trends in social and mental health, and with the Environmental Health, Cheryl works closely with the staff to stay abreast and distribute the never ending daily updates coming from the state.

In short, Cheryl is the voice of the Health Department. We are fortunate to have someone with her talents and dedication. Her prompt and proper responses have been the subject of many calls and emails of thanks and appreciation that I have received. She has a true talent and as so, during this Pandemic has made our department succeed in delivering the best public health messages in the timeliest fashion to the public.

It is evident that she is another one of Wellesley's "unsung heroes" during the pandemic and is most deserving of our recognition and our sincere gratitude. To that end, the Board of Health and Health Department Director are unanimously requesting that Cheryl Lefman receive a bonus as a token of our thanks for her tireless efforts and dedication to the Town. We feel that an award in the amount of [REDACTED] would be appropriate. It is our understanding that the funding for this recognition would eventually be funded through the CARES Act. We appreciate your consideration and hopeful approval.

Sincerely,

Leonard A Izzo, R.S., C.H.O.
Director Wellesley Health Department


Wellesley Board of Health

2 weeks



HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

781-431-1019 ext. 2244
781-431-8643 fax
hr@wellesleyma.gov

Board Action:

August 19, 2020

To: Human Resources Director

Re: Ratification List

Since July 20, 2020, the Human Resources Director has approved the actions listed below in accordance with Article 31 of the Town Bylaws, the Salary Plan, appropriate collective bargaining agreements and under the authority granted to the Human Resources Board is hereby requested to ratify such actions.

Code Dept.	Name	Change	Classification	Group	Rate	Date
D2007064 FIRE	Ian McMakin	STEP	Lieutenant	F30-3 F30-4	1,402.20 1,476.20	7/10/2020
D2007065 FIRE	Matthew Corda	STEP	Deputy Chief	F40-3 F40-4	1,646.27 1732.92	7/10/2020
D2007066 LIB	Lisa Arm	STEP	Acquisition and Cataloging Services Supervisor	L16S-5 L16S-6	38.71 40.24	7/1/2020
D2007067 POL	Mark D'Innocenzo	STEP	Police Detective	P10-6 P10-7	1265.62 1303.59	7/12/2020
D2007068 DPW	Stephen Kelly	STEP	Highway Maintenance Worker	13-4 13-5	21.50 22.57	7/1/2020
D2007069 DPW	Logan Ring	STEP	Tree Climber	17-2 17-3	23.52 24.77	7/15/2020
D2007070 DPW	Justin Joyce	STEP	Heavy Equipment Operator	16-4 16-5	24.86 26.05	7/8/2020
D2008071 LIB	Jennifer Rixon	STEP	Library Assistant	L4-3 L4-4	20.82 21.64	7/17/2020
D2008072 POL	Timothy Gover	STEP	Police Officer	P10-7 P10-8	1303.59 1342.71	8/2/2020

HUMAN RESOURCES BOARD

CC: Sheryl Strother, Finance Director

HUMAN RESOURCES BOARD
REMOTE MEETING
July 20, 2020

The meeting was called to order by Chairman John Hussey at 7:00 PM. Present were Board members Pamela Cozza, Alice Kokodis, Julie Moore. Also present were Human Resources Director Scott Szczebak and Advisory liaison Jennifer Fallon.

Mr. Hussey read the script on remote meetings procedures.

The first item on the agenda was Mr. Szczebak's request for a reclassification and title change for the position of Senior Human Resources Generalist, Job Group 55. Mr. Szczebak explained that Human Resources have experienced significant changes and challenges over the past several years and he anticipates that this will continue. The updated job description, titled Assistant Director of Human Resources, Job Group 57, includes new principal activities such as coordinating the Department's diversity and inclusion initiatives, increased involvement with labor relations and increasing the efficiency of the recruitment process. Several minimum qualifications were also increased or added. Mr. Szczebak's ultimate goal is to restructure the Department to meet Wellesley's future Human Resources requirements. Mr. Hussey polled the Board members for their thoughts/comments/questions on the updated job description. Ms. Cozza asked what the new Departmental structure will look like, Mr. Szczebak responded that there would be two main functions, one focusing on benefits and the other on more traditional HR tasks. Ms. Moore suggested changes in the order of the principal activities to better cluster similar activities together, with which Mr. Szczebak agreed. Ms. Kokodis' questions focused on whether or not some of the principal activities were new or, if not, who was responsible for them at this point in time. Mr. Hussey asked for clarification on updating the structure of the Hay job evaluation method. Mr. Szczebak responded that a long-term goal might be to bring in a consultant to look at the ranges and to have a more holistic approach to conducting the job evaluation. Mr. Hussey also wondered how the new responsibilities on top of those currently performed by the incumbent would work. Mr. Szczebak stated that the recruiting process could be decentralized somewhat and that the new position he is proposing for FY 22 will also be involved in recruiting, and if the proposed position is not approved, Departmental responsibilities would need to be re-prioritized. The discussion turned to the Hay evaluation on the updated job description into Job Group 57. Mr. Szczebak explained that the new principal activities cited above increased the level of Know How which, in turn, increased the overall points assigned to the rating. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the reclassification and title change of the Senior Human Resources Generalist, Job Group 55 to Assistant Director of Human Resources, Job Group 57.

The next item on the agenda was to elect officers for FY 21. Mr. Hussey's nomination for Chair was seconded and upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted Mr. Hussey as Board Chair. Ms. Moore's nomination for Vice-Chair was seconded and upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted Ms. Moore as Board Vice-Chair. Ms. Kokodis' for nomination for Secretary was seconded and upon

a motion duly made and seconded, the Board, by unanimous roll call vote, voted Ms. Kokodis as Board Secretary Chair.

The next items for discussion were the personnel policies. The Board of Selectmen (BOS) had asked for guidance on how it could recognize department heads for their “above and beyond” response to the COVID crisis, in light of the fact that the Town’s Employee Recognition Policy prohibits department heads from receiving recognition awards. Communities were contacted to determine what they were doing, but only five responded. Two were not providing any type of recognition, one each was increasing certain employees’ salaries by 1.5%, announcing “spot light” recognitions or issuing stipends. When asked, Board members thought maybe something could be done with the funds in the Merit Pay Pool. Mr. Hussey said he would report back to the BOS.

On a more general level, approved personnel policies will be presented to Town Meeting members at the Special Town Meeting (STM) to be held in the fall. Mr. Hussey asked what the next step should be. Board members agreed that policies, procedures and general information need to be presented separately rather than being included in the same document, and that no new personnel policies should be presented at STM.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the Ratification List.

The minutes of the June 25, 2020 meeting were amended to correct the FY 21 salary for the Design and Construction Manager to \$125,000. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the June 25, 2020 minutes.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the January 27, 2020 minutes.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, adjourned the meeting at 8:23 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Orders Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, 20, Mr. Szczebak’s memo to the Board, Senior Human Resources Generalist job description, draft of Assistant Director of Human Resources job description, Ratification List, Recruitment Report, June 25, 2020 minutes, and January 27, 2020 minutes.



HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

(781) 431-1019 ext. 2244
(781) 431-8643 fax
hr@wellesleyma.gov

To: Human Resources Board

From: Scott Szczebak, Director

Date: August 19, 2020

Re: Meeting Information

Request for Performance Awards

Please find attached requests from the IT Department, Town Clerk and Health Department for performance awards. I have also included the policy for the performance recognition awards.

Below is a per week cost for each employee:

Name	Department	1 week	2 weeks
Vernon Ng (FY 20)	IT	\$1,881.17	\$3,762.34
Thomas Nethercott (FY 20)	IT	\$1,269.23	\$2,538.46
Suzanne Newark	IT	\$1,840.38	\$3,680.76
Michael Thompson	IT	\$1,555.27	\$3,110.54
Elizabeth Kelley	Town Clerk	\$1,167.57	\$2,335.14
Ann Marie McCauley (FY 20)	Health	\$842.88	\$1,685.76
Vivian Zeng	Health	\$1,325.10	\$2,650.20
Cheryl Lefman	Health	\$1,265.63	\$2,531.26

Request for Hire Above the Midpoint

Please see the attached memo from Lenny Izzo, Health Director, requesting to hire Wanda Alvarez in the position of Community Social Worker at a salary of \$69,000 in Job Group 53 (112.6% SIR).

Job Group 53

Minimum	Midpoint	Maximum
\$48,860	\$61,260	\$73,670

Request for Promotional Increase

Please see the attached memo from Lenny Izzo requesting to hire Vivian Zeng for the position of Senior Environmental Health Specialist at \$80,000 in Job Group 56 (SIR 111%). Her current salary with an assumed 2.5% FY 21 increase is \$70,627 in Job Group 55 (SIR 105%).

Job Group 56

Minimum	Midpoint	Maximum
\$57,350	\$72,140	\$86,930



TOWN OF WELLESLEY
HEALTH DEPARTMENT

ANNIE F. WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MA 02481

BOARD OF HEALTH

SHEPARD N. COHEN, MPA, CHAIR
MARCIA TESTA SIMONSON, MPH, PH.D.
LINDA OLIVER GRAPE, PA-C, MPH

LEONARD A. IZZO, MS, RS, CHO, DIRECTOR

TEL (781) 235-0135
FAX (781) 235 4685
WWW.WELLESLEYMA.GOV

August 15th 2020

To:

Scott Szczebak, Director of Human Resources

John Hussey, Chair of the Human Resources Board

The Board of Health and the Health Director are requesting that the salary for Wanda Alvarez, for the position of Community Social Worker be set at \$69,000 with an additional week of vacation (3 weeks total).

Wanda's 20 years of experience working with children and families coupled with her trainings and certifications, her knowledge in the field of social and community work, in addition to her previous work history with our department all support our decision on the salary and vacation request. Given that we are actively battling the COVID-19 pandemic with full expectations for a Fall surge and continuing growing social and mental health needs in our area it's imperative that we move quickly to fill this position. Wanda will be able to jump in on day one and perform the job with little training, not to mention that Wanda is one of 2 employee in the town of Wellesley who are certified to process and issue Salvation Army fuel assistance vouchers, which is a valued service for those in need during the heating season.

We appreciate your support, understanding and cooperation.

Sincerely,


Leonard A. Izzo, R.S., C.H.O.
Director of Public Health



TOWN OF WELLESLEY
HEALTH DEPARTMENT

ANNIE F. WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MA 02481

BOARD OF HEALTH

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August 15th 2020

To:

Scott Szczebak, Director of Human Resources

John Hussey, Chair of the Human Resources Board

The Board of Health and the Health Director are requesting that the salary for Vivian Zeng, for the position of Senior Environmental Health Specialist be set at \$80,000.

We understand that this may seem like a big jump from her current salary. However we feel strongly that the increased demands and responsibilities of this position warrant and support this salary.

Vivian has time and time again proven herself as a solid public health leader, and employee. Having known Vivian since she interned with us during college I have watched and fostered her growth in public health. She shows an admiration and desire for the field, clearly focused on a full career in public health.

During these trying times of COVID-19. Vivian was able to step in as a more active leadership role often times leading the education and outreach to our business. I've witnessed her take this role on in an informal manner and see her great potential. Vivian has served on several COVID reopening committees on my behalf, currently sits on the Mass. Environmental Health Officers Associations Executive Board, and has been the lead on food service and business reopening and compliance around COVID-19.

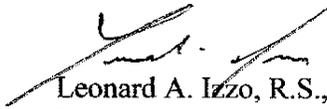
Vivian is aware of the added responsibilities and demands this role has and is aware that she would take an active role in the recruitment and interview process to fill her current position, along with the addition of a second part time inspector. This position will also be responsible for the recent tobacco/nicotine grant collaboration we formed with the City of Newton.

Certainly losing an employee is challenging, it's even more challenging during a pandemic. We are anxious to move Vivian into this position as soon as absolutely possible, so we can immediately post and being the recruitment for her current position. We are at a critical time in

our fight with COVID-19 particularly for Environmental Health which is the core group responsible for the enforcement and guidance of the Federal, State and local issued orders. I cannot stress enough the demands my department is facing with continued business openings, schools and higher education working towards opening and the overall stress, fear and frustration the public has; all of which are pressing on our department for answers, guidance and enforcement.

We appreciate your support, understanding and cooperation to keep us moving forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Leonard A. Izzo", written over a horizontal line.

Leonard A. Izzo, R.S., C.H.O.
Director of Public Health

Wanda M. Alvarez

EDUCATION

Lesley University

Cambridge, MA

May 2000

- Bachelor of Science in Human Services
- *Minors:* Counseling and Sociology

EXPERIENCE

Essex County Superior Court

November 2019 - Current

- My primary responsibility is to investigate thoroughly offender personal history, background, and environment; report findings to the court and is prepared to make appropriate recommendations on dispositions and exploring community resources to refer probationers for community assistance and rehabilitation.
- Performs all assigned duties relating to cases scheduled for appearance in court.
- Establishes a working communicative relationship with probationers in order to carry out the orders of the court.
- Determines when circumstances warrant modification of court orders and initiates the necessary action to procure a decision by the court on such modifications.
- Plans office activities conference, and field visits in connection with investigation and supervision functions.
- Prepares and submits monthly statistical and performance reports on the status of individual caseload.
- Gathers and evaluates background information and any data pertinent to individual cases in connection with both investigation and supervision.
- Conducts counseling interview for assigned cases according to approved counseling techniques in order to identify and clarify probationer problems; suggest constructive methods for addressing such problems, maintains continuous and collaborative working relationship with agencies
- Performs various public relation activities, such as addressing community groups, participating in conferences, and meeting with agencies or the public on behalf of the Chief Probation Officer and/or Trial Courts.

Town of Wellesley Health Department

September 2018-November 2019

Community Social Worker

- The Community Social Worker, operating within the policies established by the Board of Health and the Massachusetts Department of Public Health, seeks to enhance and to make accessible the social service and mental health resources available to residents of the Town of Wellesley and their families by providing outreach, information and referral.
- Overseen by a three-member elected Board, the Health Department is responsible for the Town's community health, environmental health, and emergency preparedness programs.
- Reporting to the Director, the Community Social Worker's responsibilities are to provide short-term counseling and crisis intervention to assess needs, refer cases, and coordinate services.
- Keeps abreast of new and improved services to meet the population needs; serves as a resource to other Town departments in matters related to social and mental health services; and identifies gaps in service and advocates for service improvements.
- Coordinates and works with other Town Departments and Boards when necessary to ensure appropriate Town services.

- Provides social service outreach, information, referral, and consultation to residents of the Town of Wellesley and their families. Provides residents with advice and guidance regarding resources for health services, social services, housing and mental health. Conduct in-home and office assessment to residents.
- Performs intervention in situations of self-neglect, emotional crisis, or elder abuse. Provides case management duties and collaborates with others to resolve or eliminate social service problems. Assists the frail, isolated, or disabled residents in understanding, coping with, and resolving problems.

Department of Children and Families *formerly DSS*

Roxbury and Arlington Area Offices

October 2000 - Sept 2016

Family Group Conferencing Coordinator, Ongoing Social Worker, Adoption Social Worker and Emergency Response Worker

- Provide professional child welfare social work services within the Department of Children and Families.
- Investigate child abuse reports and provide crisis intervention
- Provide counseling to clients and provide services for the protection of children.
- Assess, develop, evaluate, and monitor client service plans and programs; assess for risk, respond to emergencies and initiate court action.
- Work closely with diverse families and populations of various cultural backgrounds specifically Latino and immigrant families and children and clients navigating the immigration system and process.
- Monitor individual caseloads and assist children and their families to establish permanency by providing services and supports with goals of reunification, stabilization or long-term services for transitional age youth.
- Attend treatment meetings and work with multiple agencies in the course of case management.
- Attend IEP/school meetings and support and advocate for students and their families and ensure the students' needs are addressed.
- Assist transitional age youth in creating their specific independent living plan.
- Provide the area office continuous education and training of Family Group Conferencing using a strength- based approach and family centered practice.
- Maintain close communication with referring Social Worker while explaining the stages of the Family Group Conference approach, referral process, meeting's formats and goals.
- Collaborate with case Social Worker to gain a better understanding of the concerns for the family and the issues the family would like to address.
- Empower the family to create their own plan with current supports in place, family members and friends and implement the plan in a time of need and/or when issues arise.
- Complete written documentation including the family plan developed after the conference occurs in a timely manner.

Adoption Social Worker

- Provide case management and explore permanency for children with an identified goal of adoption, complete referrals to appropriate supports and services as necessary.

- Prepare children for the adoption process and discuss permanency on a continuous basis. Assess the child's readiness for adoption to a pre-adoptive placement, and complete child study.
- Identify prospective adoptive family, arrange transition plans and visitation.
- Work closely with and support foster and adoptive families, arrange transition plans when appropriate.
- Develop service plans, monthly visitation to families, and attend all necessary meetings pertaining to the child and case.
- Attend court dates and foster care reviews.
- Complete court reports and all documentation required to finalize adoption.

RELEVANT SKILLS and TRAINING

- Bicultural and high fluency in Spanish language both written and verbal.
- Skilled with Windows 3.11, 95, 98, MS office (power point, Excel, Access, and Outlook), advanced internet skills.
- Family Group Conferencing facilitator at DCF
- Trained Nurturing Program Facilitator at the Jamaica Plain Tree of Life, Crianza Con Cariño, 2004-2007 for Spanish speaking families.
- Licensed Social Worker in the state of Massachusetts
- Birth and Foster Families Nurturing Program at the Family Nurturing Center , 2001-2003.

VIVIAN ZENG

WORK EXPERIENCE

ENVIRONMENTAL HEALTH SPECIALIST, Wellesley, MA

May 2018 - Present

- COVID-19 Crisis Management
 - ❖ Provided consistent memos on updates to all business sectors, particularly businesses that have never been permitted by the Health Department
 - ❖ Collaborated with multiple department heads on COVID-19 reopening plans
 - ❖ Conducted walkthrough of Town buildings such as Council on Aging, Library and School Administration spaces to provide public health guidance on operations
 - ❖ Established strong interdepartmental relations by supporting services whenever possible throughout the reopening phases, such as advised Recreation Department on Morse's Pond opening, and partnering with the Selectmen's Office on Outdoor Seating Permits
 - ❖ Maintained stronger intradepartmental relations by supporting public health nurses with incoming reopening questions, establishing screening templates for businesses with nurses, facilitating community grants among local restaurants with the Senior Community Social Worker, distributing signage and educational materials with the Community Health Coordinator
 - ❖ Actively engaged with school reopening standards among higher education, private and public schools within the Wellesley community
 - ❖ Participate in daily staff briefings, weekly Board of Health meetings to keep the Health Department team apprised of any changes on the environmental health division
 - ❖ Participate on bi-weekly State Department of Public Health conference calls, contact State public health officials as needed for guidance and specific questions
- Managed Wellesley Public School composting initiatives
- Developed food safety trainings for Council on Aging volunteers and staff
- Designed educational materials for vaping awareness speaker series for Wellesley High School
- Partnered with Wellesley public schools in promoting tick education and awareness
- Conduct plan review of kitchen installations, swimming pool installations and subsurface septic systems
- Attend Board of Health meetings; represent department at meetings and hearings

FOOD SAFETY CONTRACTOR, Framingham, MA

2019

- Presented 2-hour food safety trainings in Chinese (Mandarin) for food establishments on behalf of the Framingham Health Department
- Translated food safety manager's documents and powerpoints in Chinese for restaurant owners
- Conducted Chinese Person-in-Charge training on new code changes on behalf of the Framingham Health Department

HEALTH OFFICER, Watertown, MA

Mar. 2016 - Apr. 2018

- Conducted authorized inspections under the State Sanitary Code
- Investigate noise-related nuisances with sound level meter and octave band analyzer
- Enforce regulations to ensure compliance with Watertown Tobacco Control Program
- Drafted local HAZMAT regulations; updated local noise ordinance
- Led monthly hoarding taskforce meetings with police, fire, and senior services to coordinate relief for current and impending hoarding cases

SANITARY CODE ENFORCEMENT INSPECTOR, Lowell, MA

July 2014 - Mar. 2016

- Enforced local and state health regulations
- Utilized MUNIS for daily property information; logged and updated property files as necessary
- Designed a downtown alley GIS map with updated property owner information
- Formalized and updated city ordinances regarding mobile food vendors and farmer's markets
- Attended monthly emergency preparedness meetings with fire, police and health departments

EH&S SALON OUTREACH COORDINATOR, Norfolk County 7 Public Health Coalition July 2013 - July 2014

- Collaborated with the Canton, Dedham, Milton, Needham, Norwood, Wellesley and Westwood public health directors in increasing awareness with local nail salons about health risks of chemical exposures
- Designed outreach materials for local nail salons with simple ways to reduce worker exposure
- Conducted non-punitive site inspections at each salon looking for potential health violations to improve upon in further training workshops

EDUCATION

UNIVERSITY OF MASSACHUSETTS, Amherst, MA

MASTER OF PUBLIC HEALTH

Expected Dec. 2021

HARVARD SCHOOL OF PUBLIC HEALTH Minority Mentorship Program, Boston, MA

2014

- Attended research seminars and courses related to occupational safety and health; particularly in the fields of epidemiology and occupational hygiene
- Shadowed Dr. Birgit Claus Henn and her research in environmental epidemiology with a focus on heavy metal exposures, namely arsenic and lead exposures

BRANDEIS UNIVERSITY, Waltham, MA

2013

Summa Cum Laude

B.A., Environmental Studies

B.A., Health: Science, Society and Policy

Minor: Legal Studies

TRAINING

HAZARDOUS MATERIALS OPERATIONS

2017

FEMA CENTER FOR DOMESTIC PREPAREDNESS (CDP), Anniston, AL

- Acquired skills, and abilities necessary to analyze, plan, and implement performance-defensive response actions for hazardous materials (HAZMAT) incidents
- Trained and operated in Level B PPE while identifying sources, behaviors and properties of hazardous materials; properly donned and doffed Level B PPE
- Conducted response planning for hazardous materials incidents and decontamination operations

ENVIRONMENTAL HEALTH TRAINING IN EMERGENCY RESPONSE OPERATIONS

2015

FEMA CENTER FOR DOMESTIC PREPAREDNESS (CDP), Anniston, AL

- Trained in teams to respond to suspected water supply contamination in a potentially hazardous environment; determined remediation options for chemical and bacterial water supply contamination
- Calculated health and safety requirements for the displaced population and estimated length of stay using the CDC Environmental Health Assessment Form for Shelters; recommended equipment and upgrades needed to create a healthy and safe environment for proposed shelter population
- Located food sources for emergency mass feeding operations and food handling of providers
- Communicated complex environmental health and safety information to non-technical audiences including media and members of the public

VOLUNTEER EXPERIENCE:

MASSACHUSETTS ENVIRONMENTAL HEALTH ASSOCIATION

2019

- Executive Board member (term ending in 2021)

CITY OF FRAMINGHAM 2030 ADVISORY COUNCIL

2019

- Advise the Mayor on improving the quality of life for young-adults in Framingham
- Provide strategic recommendations with a community focus on housing, governance, finance and economic development

PUBLICATIONS

Contributing writer, "Indoor Air Quality Survey of Nail Salons in Boston," *Journal of Immigrant and Minority Health*, June 2013

SKILLS

CERTIFICATIONS: Registered Environmental Health Specialist
Certified Professional – Food Safety (CP-FS)
FEMA Environmental Health Emergency Operations Certified
FEMA Hazardous Materials Operations Certified
ServSafe Food Safety Manager; HACCP Certified (FDA);
MA Public Health Inspector Training (PHIT) Housing Certified;
MA PHIT Food Certified; MA Healthy Homes Certified;
MA Lead Determinator Licensed; Certified Pool Operator;

LANGUAGES: English, Chinese Mandarin (advanced), Spanish (intermediate)

AWARDS

National Environmental Health Association: Certificate of Merit Award

2019

HUMAN RESOURCES
RECRUITMENT REPORT
AUGUST 19, 2020

		Number of openings on July 15, 2020	43 (2 on hold)	
		Number of positions filled:	5	
		Number of new openings:	13	
		Number of openings on August 19, 2020	51 (3 on hold)	
Req. Date	Dept.	Position Title	Status	Source
5/28/2019	PLAN	Senior Planner	Application deadline = 8/31/2020	
9/10/2019	FIRE	Firefighters (4)	Reviewing applications	
9/19/2019	HLTH	Community Social Worker <20	Reviewing applications	
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
11/19/2019	DPW	Staff Engineer	Checking references	
12/23/2019	NRC	Secretary	Interviewing	
1/3/2020	IT	Desktop Administrator	On hold	
1/3/2020	IT	Applications Administrator	Application deadline = 8/17/2020	
1/17/2020	DPW	Fleet Maintenance Mechanic	Application deadline = 8/28/2020	
1/31/2020	DPW	Office Assistant (-011)	Reviewing applications	
3/4/2020	LIB	Librarian (2) (On-call)	On hold	
3/9/2020; 3/11/2020	FMD	Custodian (Temp) (4)	To be advertised/ two withdrawn	
3/5/2020	DPW	Park Maintenance Worker	Union posting	
3/24/2020	REC	Program Coordinator	Reviewing applications	
5/22/2020	LIB	Assistant Director	Interviewing	
5/22/2020	FMD	Custodian <20 hours (-031)	To be posted	
5/22/2020	FMD	Custodian < 20 hours (-032)	To be posted	
5/?/2020	HLTH	Public Health Nurse	To be advertised	
5/?/2020	HLTH	Community Social Worker	Reviewing applications	
6/9/2020	FMD	HVAC Technician	Application deadline = 8/23/2020	
5/22/2020	FMD	Weekend Custodian	Reviewing applications	
5/22/2020	FMD	Part-time Custodian	Reviewing applications	

HUMAN RESOURCES
RECRUITMENT REPORT
AUGUST 19, 2020

6/22/2020	REC	Secretary II	Interviewing	
6/26/2020	FIRE	Firefighters (2)	Reviewing applications	
7/7/2020	FMD	Temporary Custodian	Reviewing applications	
7/8/2020	LIB	Library Assistant (PF)	Rachael Hobson	Internal
7/8/2020	LIB	Library Assistant <20 (3)	Reviewing applications	
7/13/2020	DPW	Park Maintenance Worker	To be advertised	
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	To be advertised	
7/13/2020	DPW	Park Construction Foreman	Mark Patenaude	Internal
7/23/2020	FMD	Custodian (-051)	Union posting	
7/23/2020	HR	Assistant HR Director	Application deadline = 8/14/2020	
7/27/2020	FIRE	Firefighter	Reviewing applications	
7/27/2020	TC	Assistant Town Clerk	Application deadline = 8/16/2020	
7/29/2020	IT	Systems Administrator	Application deadline = 8/17/2020	
7/29/2020	DPW	Tree Climber	Union posting	
7/29/2020	LIB	Technology Assistant	Application deadline = 9/11/2020	
7/29/2020	LIB	IT Director	Interviewing	
7/29/2020	LIB	Library Assistant , 20 hours	Reviewing applications	
7/30/2020	HLTH	Sr. Environmental Health Spec.	Vivian Zeng	Internal
8/10/2020	DPW	Fleet Supervisor (Temp)	To be posted	
8/7/2020	FMD	Custodian (-062)	Union posting	
8/7/2020	FMD	Custodian (-063)	Union posting	