



Insert: Select Board → Town Counsel

Change: "HR Director" to "Human Resources consultant"

Make elected positions and multi-member bodies consistent. Either in one list, split into individual positions vs. multi-member bodies. Major appointments (Principal Assessor, Health Agent, Library Staff) all listed or not. Make consistent.

Insert: Town Administrator → IT service provider

Possible change: "Building Inspector" to "Director of Municipal Inspections"

Possible change: All staff listed under Building Inspector to "Building Inspector/Zoning Enforcement Officer and an alternate, Wiring Inspector and an alternate, and Plumbing/Gas Fitting Inspector and an alternate"

Change: "CC Admin Staff" to "Community Center Director"

Change: "Appointed Board and Commissions" to "Appointed offices and multi-member bodies (Council on Aging, Local Cultural Council, Conservation Commission, Community Center Committee, Historical Commission, Lake Garfield Working Group, Renewable Energy Working Group, Memorial Day Parade Committee)"

Insert: Town Administrator → Council on Aging outreach worker

Insert: dotted line from COA to COA outreach worker, and Community Center Committee to Community Center Director

Insert: Conservation Commission → Conservation Commission agent

Scope of Services

~~HUMAN RESOURCES DIRECTOR~~

~~Monterey HUMAN RESOURCES CONSULTING SERVICES~~

Job Summary ~~SUMMARY~~

~~The Human Resources Director (Director) Consultant will~~ is responsible for providing provide advice and counsel to the Town of Monterey on all aspects of human resources management, and will assist to implement the Town's adopted human resources policies and procedures. ~~The Director Consultant will work with the Select Board (SB), Town Administrator (TA), department heads, and employees to assist with create a positive work environment and ensure the efficient and effective operation of the Town's work force~~ all aspects of HR management.

Supervision Received

~~The Consultant will receive direction from Director will report directly to the SB. The SB will evaluate the performance of the Director Consultant and provide periodic feedback throughout the contract term. The Director Consultant will propose recommend changes to policy and procedure to the SB and will make recommendations on all aspects of HR management to the Director will recommend personnel actions to the SB and TA. The Director may will work directly with Town Counsel as warranted and approved instructed by the SB.~~

~~The Consultant is not an attorney and will not provide legal advice. If there is a matter that required a legal opinion, the Consultant will advise the Town and if approved, will consult with Town Counsel or recommend the SB or TA do so.~~

Supervision Exercised

~~The Consultant will work with appointed and elected officials on matters of HR and will provide guidance on HR work but will not serve as the HR Director or supervise any staff. As directed by the SB, the HR Director Consultant will serve as a resource to the SB, TA, department heads and employees to investigate address human resources issues raised and provide guidance on these issues. The Director Consultant, along with the TA and department heads, may recommend individuals for employment; recommend training and provide advice on corrective or disciplinary actions; and evaluate assigned staff.~~

Scope of Services

~~Ongoing Responsibilities~~ Sample of Scope of Work

- ~~1. Advise Oversees on the Towns' compliance with all federal and state human resources laws and regulations.~~
- ~~2. Advises the SB and TA on current human resources best practices on areas including but not limited to recruitment, employee relations, performance evaluation, counseling and~~

progressive discipline, benefits administration, policy development, and compliance with local, state, and federal employment laws.

3. ~~Advise the Town on~~ In cooperation with the T.A., ensures the maintenance of accurate personnel files and permanent records in accordance with federal, state and local regulations.
4. ~~Advise and Organizes~~ and promotes professional development opportunities, programs, trainings, and activities for to ensure all Town employees, officials, and volunteers in accordance with job responsibilities receive education and training relevant to their duties and responsibilities.
5. ~~Provide guidance and assistance in communicating~~ Communicates the Town's human resources policies and procedures to all Town employees, officials, and volunteers.
6. ~~Investigates all complaints of discrimination, sexual or other unlawful harassment, and complaints of violation of a federal or state law.~~

Recurring responsibilities

~~1. Annually/Regularly~~ reviews all personnel policies and procedures for accordance with the law and best practices. Proposes revised policies and procedures to the SB for approval.

~~2. Regularly~~ Maintains and biennially reviews the job descriptions for all positions, with input from the TA and relevant department heads. Proposes revised job descriptions to the SB for approval.

~~3. Assists the TA and key personnel with the review of benefits and compensation and advises on recommendations for the budget process.~~ Biennially reviews all compensation benefits plans, including investigating comparisons, with input from the T.A. Proposes changes to the compensation and benefits plans to the SB for consideration during the annual budget process.

On-Call Responsibilities (when requested by the SB):

1. Assists with job postings, personnel recruitment, interviewing, selection, hiring, development and maintenance of new employee orientation packages.
2. ~~Advise~~ Assists on matters of with employment contract review and/or negotiations.
3. ~~Advise on matters of~~ Clarifies existing policies and procedures including compensation, benefits, and payroll.
4. Works in conjunction with the SB and TA ~~advise on matters of~~ regarding promotions, transfers, salary changes, reclassifications, and leaves of absence and termination. The SB is the hiring and firing authority.
5. ~~May provide consulting services on employee relations including addressing~~ Investigates personnel problems and disciplinary issues, counsels employee conflict, employee relations, performance management.
- 5.6. ~~May advise the Town in the preparation of performance improvement plans and progressive disciplinary matters.~~ Will advise the Town when Town Council should be

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~~included~~ yees, mediates between employees, prepares performance improvement plans and prepares disciplinary warnings as requested by the SB and TA.

- ~~6. Performs exit interviews. Prepares employee separation notices and related documentation to provide a smooth transition out of the Town's employment. Provides information for exiting employees according to unemployment laws.~~
7. Assists with succession planning and identifying trends in employment. Identifies creative solutions to fill the Town's present and future staffing needs.
8. ~~Assists the Town and/or Town Council in preparation for~~ Represents the Town at meetings related to human resources issues such as grievances, arbitrations, Workers' Compensation, the Department of Labor Relations, and Massachusetts Commission Against Discrimination.
9. Attends and represents the Town at ~~specific~~ meetings and conferences related to human resources.

Human Resources

- Employee Handbook
 - Draft needs to be reviewed and approved.
- Draft policies for approval:
 - Payroll policy
 - Town vehicle use policy?
 - Recruitment policy?
- Annual Employee Reviews
 - Forms have been approved by the SB. Review period set for November 1 – December 15.
- Exit/terminate HR IMA
- Hire an HR Director – Collins Center
 - Negotiate scope of services and contract.

Financial

- Annual budget process
 - Select Board and Finance Committee should set in place zero based budgeting guidelines for Departments.
 - Set preliminary COLA for FY24.
- Financial Policies:
 - Financial Reserves Policy – amended version to be approved
 - All financial policies to be combined into a single handbook & posted on the website
- Review Capital Plan
- CDBG Housing Rehab loan – Program Income Account
 - Restricted - \$36,084
 - Unrestricted - \$34,666.66
 - \$31,429.46
- ARPA funds – oversee the allocation and expenditure of funds
 - Review funds already spent to determine remaining available. Adjust allocations as necessary.

Town owned properties and buildings

- Town Hall
 - Maintenance & repairs: siding, painting, roof, HVAC (special article \$49.6k)
 - Long term needs: Office space for staff, records storage
- Highway Garage
 - Money to repair siding was transferred out, what may need to be done to maintain the building?
- Community Center

- ARPA available funds for pavilion subject to variation depending on other ARPA projects (\$75,439.77 - \$85,000). Lighting at community center (special article \$29k).
- Community Center Committee is working on a long term plan for pavilion, parking, lighting, bathroom, addition to building.
- Feasibility study grant – process for reviewing property and long term plan
- Monterey School House
 - Research and discuss options: selling, demolishing, renovating building in place, moving building. Estimate costs/revenue and relevant available funding sources.
 - Research potential for affordable housing, with Construct. Potential use of CDBG loan income.
 - Survey public opinion with more information and estimated numbers.
- Miscellaneous Town owned properties – to sell?
 - 1.60 acres on River Road; 1.40 acres on Scott Road; 6.60 acres on Main Road; 0.67 acres on Main Road; 0.38 acres off Eaton Road; 0.95 acres on Lake View Ave

Town Meeting Articles

- Bylaw Review Committee proposal
 - Solidify list of MGL acceptances. Goal is to have a complete and clean pdf of each (General Bylaws and MGL acceptances) on website.
- Solar at the capped landfill: Planning Board to consider Zoning Bylaw change to make solar possible at capped landfill.
- Dark Sky Bylaw (could be General Bylaw/SB or Zoning Bylaw/Planning Board)
 - 75% supported in Master Plan results
- Short Term Rental regulation Bylaw
- Regular date for a second Annual Town Meeting
 - Option 1: A Special Town Meeting shall be held on the first Saturday of November in each year, except if the Select Board determines that no meeting is necessary.
 - Option 2: A Special Town Meeting shall be held on the first Saturday of November in each year, unless the Select Board determines that there are no Articles that need to be acted on.
- Bylaw: Re-numbering Bylaws
- Defining the role of Town Administrator: “Codifying the town administrator role through bylaw is a progressive step towards efficient governance and can support town structure, policies, and processes.” –DLS
- Community Preservation Act
- Lake Garfield Tax District
- Recall Special Act
- Proposition 2 ½ override – ballot question
- Electronic ballot system for elections
- Compensation for the Conservation Commissioners

Miscellaneous

- Discuss goals for the future with SBRSD, post failure of the merger
- Computer/IT proposals – hire new IT service provider
 - John Shannon, Whalley, Mad Macs, CM Geeks
- Town Administrator position, job description, contract – current contract expires February 2024
- Fire Station Lease
- Treasurer contract?
- Explore options for affordable (working class) housing
- Street lights – ask National Grid for healthier street lights
- Ask for PILOT from non-profit organizations in Town (camps, etc.)
- Regular review of executive session minutes for public release

Infrastructure projects

- Town Center RT23 Culvert — MVP Grant
- Curtis Road bridge — TIPS project
- Beartown Mountain Road – Massworks Grant
- Hupi Road 319 Project
- Sandisfield Road culvert