



HUMAN RESOURCES BOARD  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

Edward DeAngelo, Chair  
Lori Cawthorne  
Gerald Raphael  
Dana Teague  
Elizabeth Venti

**Town of Brookline  
Human Resources Board  
Tuesday, June 14, 2016  
7:00 PM  
Town Hall – Room 214**

**Present:** Gerald Raphael , Edward DeAngelo, Lori Cawthorne,

**Absent:** Elizabeth Venti, Dana Teague

**Also Present:** Sandra DeBow, Director of Human Resources, Marjie Lalli, Human Resources

**The meeting was called to order at 7:00 PM**

**Human Relations and Services Specialist, T-4**

Marjie Lalli explained that Sandra DeBow and Dr. Lloyd Gellineau had described the duties of the Human Services Specialist position to the Board at the May meeting. She further explained that this position will require administrative experience, such as grant writing, report writing and collaboration skills. Sandra DeBow had made the recommendation that the title be changed to Community Relations Specialist and that the position continued to be classified at a grade T-4 on the Classification and Pay Plan.

**On a vote and duly seconded, the HR Board to grade the Community Relations Specialist a T-4 on the Classification and Pay Plan.**

**Senior Maintenance Craftsman**

Building Commissioner Daniel Bennet and Sandra DeBow described the need to increase the overall wages of our Senior Maintenance Craftsman, MN-5. The position covers several Crafts specialties, including electrician, plumber and carpenter, and most recently Heating, Air Conditioning and Ventilation (HVAC). Commissioner Bennet explained that Town has had tremendous difficulty filling these positions and he believes it is time

to review the compensation for these positions. He further explained that the Building Department and Human Resources Office has compiled comparable data that indicates the hourly rate of the position should be increased.

Sandra DeBow discussed that she had met with the Building Department to address how to best make the wages more competitive. Possible actions include increasing the general wages of the grade, creating a new grade (MN-6) or adding increases within the grade, e.g., at the top steps. Also the Department was considering whether these positions should continue to be combined or whether they should be broken out by trade. Sandra DeBow is planning to meet with the Union to discuss this issue.

**Update on Anti-Discrimination Policy**

Sandra DeBow described how the Board of Selectmen referred the revised Policy against Discrimination, Sexual Harassment and Retaliation to the Diversity, Inclusion and Community Relations Commission for input. That Commission made minor changes that were primarily concerned with the mandate that employees must report if they have a dating, sexual or intimate relationship with a co-worker in the same area. She explained that she recommended to the Board of Selectmen that this provision be struck in order not to delay the implementation of the policy. The Policy partially adopted the changes recommended by the Commission

**There being no further business, Edward DeAngelo moved to adjourn the meeting which was unanimously approved.**