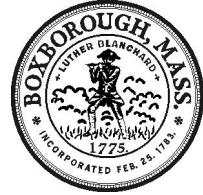


**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Tuesday November 9, 2021
Time	7:30 AM
Place	Morse-Hilberg room 29 Middle Road, Boxborough, MA 01719

If you need reasonable accommodations in order to participate in the meeting, contact the Rajon Hudson, ADA Coordinator at rudson@boxborough-ma.gov in advance of the meeting. While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be available if requested immediately before the meeting.

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Vote minutes of the prior meeting: October 19, 2021
2. Status of OML complaint. AG's office found no violation of the OML by the Personnel Board.
 - a. "There is no requirement under the Open Meeting Law or Section 20 that a public body provide remote access to its meetings if those meetings are instead held in person at a location that is open and physically accessible to the public. Moreover, the Board was not required to make an audio or video recording of the meeting."
 - b. "Therefore, we find that the Board did not violate the Open Meeting Law when it met in person on June 29 and did not also provide remote access to the meeting."
3. Pursuant to the Personnel Plan, Article VI, "The Pay Plan", Section 9, "Interpretation" (of the Pay Plan) vote to ratify a temporary rate increase of 5% for a new rate of \$28.81 for the Department Assistant position held by Karen Guzzardi while she is handling additional Treasurer/Collector responsibilities for the Town.
4. Request by Becky Harris, Department Head, to re-classify the Department Assistant position supporting the Town Clerk and Treasurer Collector.
 - a. Two Personnel Board members to volunteer to re-rate the position.
5. Request to by Kim Pelser to re-classify the Department Assistant position supporting the Building Inspector.
 - a. Two Personnel Board members to volunteer to re-rate the position.

6. Reconciliation of the Personnel By-Law voted annually at Town Meeting and recent actions taken by Interim ATA and Select Board with respect to:
 - a. Contracting with employees currently on the Classification and Compensation schedule. Does the statute over-ride the Personnel By-law?
 - b. Job Descriptions. Department Assistants told to write their own job descriptions.
 - i. Are the DA's using the Personnel Board's template?
 - ii. Will those JD's be submitted to the Personnel Board for review and rating?
7. Discussion and vote: What positions on the Temp, Per Diem and Intermittent schedule need to be rated to match up with the Regular Classification and Compensation schedule? What positions do not need to be rated?

Other Business, time permitting:

8. Vote job description for Regular PT Van Driver as submitted and approved by CoA coordinator.
9. Temp, Per Diem and Intermittent schedule:
 - a. Review and vote ratings and salary grades for:
 - i. Clerk of Elections (usually the Town Clerk fills this role)
 - ii. Election Worker/Checker/Inspector
 - iii. Per Diem Firefighter/EMT
 - iv. Per Diem Fire Lieutenant/EMT
 - v. Per Diem Fire Captain/EMT
 - b. Review, edit, approve and vote job descriptions:
 - i. Per Diem **Call** FF/EMT
 - ii. Per Diem Deputy Fire Chief
 - iii. DPW Seasonal Maintenance and Cemetery Worker
 - iv. DPW Snow Plow Operator
 - v. Special Police Officer
 - vi. Lock up Attendant
 - vii. Part Time Dispatcher
 - viii. Assistant Animal Control Officer
 - ix. Per Diem Van Driver
 - c. Assign Personnel Board members to rate all of the job descriptions that were approved by the Personnel Board.
10. If necessary, discuss the wage adjustment factor and step increase for regular FT and PT employees for FY2023.
11. Assistant Town Administrator update/report
12. FinCom report

13. Select Board report

14. Employee Participation (on topics not otherwise indicated on the agenda)

15. Any other business?

16. Date for next meeting scheduled for: Tuesday November 16, 2021 at 7:30 AM.

17. Adjourn