

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
DRAFT MEETING MINUTES**

January 19, 2021

Via Zoom conference room

Meeting called to order: 8:00 AM

Members in attendance: Susan Bak (Chair), Anne McNeece, Abby Reip, Sheila Bauer, Nancy Settle-Murphy

Other attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Jennifer Barrett, Town Accountant; Becky Neville, Finance Committee representative

Attachments/handouts:

1. Agenda
2. Minutes from meeting December 15, 2020
3. Personnel Plan update for possible changes
4. Salary Walk through - Jennifer
5. Salary Calculations New - Jennifer
6. Wage Adjustment FY2022 rev 2
7. CPI-U
8. Class Comp 1.4%
9. Class Comp 2.4%
10. Salary Increases FY2021
11. Compared to Other Towns
12. Asst. Treasurer/Collector

Susan opened the meeting by confirming that all members had audible access to the Zoom meeting, as per Governor Baker's order

Minutes of December 15, 2020

Sheila moved that the minutes be approved. Nancy seconded the motion. Roll-call vote: Sheila Bauer voted aye, Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

Classification and Compensation schedule

Jennifer explained that the Town voted a 2.6% wage increase for FY2021, but deferred the increase to January 1, 2021. In effect, employees received 1.3% of the 2.6% wage increase voted for FY202, which means that the balance of the 2.6% voted at Town meeting would be applied to FY2022. Jennifer used a spread sheet to demonstrate what this looked like. Personnel Board members were not aware of the 1.3% carry over from last year.

After discussion and a determination that everyone understood, Abby moved to use a rolling 12-month average (1.4%) with no step increase for FY2022. Sheila seconded the motion. Roll-call vote: Sheila Bauer voted aye, Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

Discussion of fee-based compensation for temporary, intermittent and Per Diems

The Fence viewer position was discussed and will be removed from the schedule as there is no longer anyone in that position. A motion was made by Nancy and seconded by Abby to use the 1.4% wage increase rate and to remove the Fence viewer position. Roll-call vote: Sheila Bauer voted aye, Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously. There were no changes to the stipends.

Personnel Plan

Susan pointed out some small possible changes for the Personnel Plan to be presented at the next Town Meeting. The Board will look over the plan and bring any additional changes to our next meeting for a vote.

Assistant Treasurer Job Description

The Assistant Treasurer Job Description as compiled by Rajon was discussed and a couple of minor changes made.

Action Items:

Abby will edit the job description for punctuation, formatting, etc. and send it to Rajon. Anne & Sheila will rate the job before the next meeting.

Town administrator update/report:

Ryan reviewed the memorandum he sent out previously regarding increasing support staff and hours at Town Hall. These include: adding an Assistant Town Treasurer (40 hrs. wk.), increasing the Town Clerk hours from 27 to 40 hrs., increasing the department assistant job from 16 hours to 19 hours, and increasing the COA Coordinator and Community Services Coordinator jobs from 25 to 40 hours per week. The Community Services Coordinator job has been widely posted and applications will close on January 29th. The question of holding a Special Town meeting or

early election to decide if the Town Clerk position will be elected or appointed was discussed. This is a Select Board decision.

Ryan announced that he will be leaving his position as Town Administrator as of June 30, 2021. Offers were made to help with his transition wherever possible.

Meeting Adjourned at 9:10 AM

Nancy moved to adjourn and Abby seconded. Roll-call vote: Sheila Bauer voted aye, Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

NEXT MEETING: Tuesday February 2, 2021, at 8 AM Via Zoom conference room

Agenda items for next meeting include:

Review of proposed job descriptions:

- a. Assistant Treasurer/Collector (new job description)
- b. Conservation Agent (new job description)
- c. DPW Foreman
- d. Town Accountant
- e. Building Inspector

Respectfully Submitted,

Anne McNeece