

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES**

February 2, 2021

Via Zoom conference room

Meeting called to order: 8:02 AM

Members in attendance: Susan Bak (Chair), Anne McNeece, Abby Reip, Nancy Settle-Murphy, Sheila Bauer (joined at 8:07a.m.)

Other attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee representative; Nick Federico, Treasurer/Collector

Attachments/handouts:

1. Agenda
2. Minutes from meeting January 19, 2021
3. Job Descriptions:
 - Assistant Treasurer/Collector
 - Building Inspector
 - Conservation Agent
 - DPW Foreman
 - Town Accountant
4. Classification and Compensation Schedule FY2022 1.4%
5. GovHR Classification for Salary Grade with assigned points

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

Minutes of January 19, 2021

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

Review Job Descriptions - Discussion, edits, and corrections:

1. Assistant Treasurer/Collector
Anne moved to accept the Assistant Treasurer/Collector job description with edits discussed; Nancy 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.

2. Town Accountant
Nancy moved to accept the Town Accountant job description with edits discussed; Anne 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.
3. DPW Foreman
Anne moved to accept the DPW Foreman job description with edits discussed; Sheila 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.
4. Inspector of Buildings
Several changes were discussed; language surrounding the work environment needs more work. This job description will be reviewed at the next meeting.
5. Conservation Agent
Sheila moved to accept the Conservation Agent job description with edits discussed; Nancy 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.

Rating: Assistant Treasurer/Collector for the Classification and Compensation Schedule.

This position cannot be placed on the Classification and Compensation Schedule until the Select Board opines.

Report from Sheila and Anne. Rating based on GovHR Job Evaluation Instrument Scoring Sheet. Nick Federico provided input on some of the examples of responsibility and job duties for this position. It was determined by assigning points using the GovHR Scoring, that the position landed at a Grade 13.

Sheila moved to assign a Grade of 13 to the Assistant Treasurer/Collector job; Nancy 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.

Further discussion re: Classification and Compensation Schedule FY22

The DPW Business Admin position and the Human Resources Manager positions are no longer needed on the schedule since those roles are performed under different positions. The Finance Director stipend should be \$6,000.

Anne moved to accept with changes the Classification and Compensation Schedule, eliminating both the DPW Business Administrator position and the HR Manager position. Nancy 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.

Town Administrator Report:

- A public hearing on the Classification and Compensation Schedule is scheduled for March 1, 2021.
- Community Services Outreach Coordinator job closed on January 29th. Only three applicants. Interviews will be scheduled. Sheila is the PB rep on the interview team.
- FY22 request for staffing: Previous focus was on how Boxborough compared with similar towns in terms of salary. Current focus is how we compare on staffing levels.

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.

Also, an additional FTE Firefighter (day shift) has been requested, but the Town has applied for a SAFER grant which would allow us to hire three firefighters. The grant pays 100% for each of the first two years and 50% in year 3. If the Town does not secure the grant, then only one position will be requested.

FinCom and the Select Board must discuss and vote on staffing needs.

Update from Finance Committee:

Becky Neville reported that the FinCom has been working through the FY22 budget.

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.

Susan suggested that we look at the “grievances” section, and she proposed that a separate document be drafted that outlines a “progressive discipline process.”

Meeting Adjourned at 9:19 AM

Nancy moved to adjourn and Anne 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 16, 2021, at 8 AM Via Zoom conference room

(Per schedule created by Nancy, Sheila Bauer will take the minutes on 2/16/2021.)

Respectfully Submitted,
Abby Reip