

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

February 16, 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.

Other attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee representative; Liz Markiewicz, Town Clerk.

Attachments/handouts:

1. Agenda
2. Minutes from meeting February 2, 2021
3. Job Descriptions:
 - Building Inspector
4. Classification and Compensation Schedule
5. List of Job Descriptions
6. Personnel Plan
7. PowerPoint - Wage Adjustment
8. Annual Report
9. Interim process: Town Clerk

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

Public Participation

Liz Markiewicz spoke to the Personnel Board about her upcoming retirement and the interest of Becky Harris, a Boxborough resident, in running for the position of Town Clerk. Considering this new information, the Board discussed removing the warrant article regarding the Town Clerk position becoming an appointed position from the 2021 warrant. The article would be delayed until 2022. An agenda item will be placed on the next agenda for the Personnel Board to re-consider our previous vote.

Minutes of February 2, 2021

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

Review Inspector of Buildings Job Description - Discussion, edits, and corrections:

1. Inspector of Buildings: New language surrounding the work environment was reviewed and agreed upon. Abby moved to accept the changes and Nancy seconded the motion. Roll-call vote: Anne McNeece voted aye, Sheila Bauer voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

List of Job Descriptions

Reviewed the list of job descriptions that have not yet been revised into the new format. Anne and Nancy will work on updating the library-related job descriptions. Abby will work on the Town Planner job description and Sheila will work on the one for the Police Lieutenant.

Further discussion re: Classification and Compensation Schedule FY22

Abby moved to accept with changes to the Classification and Compensation Schedule, eliminating the DPW Business Administrator position, the HR Manager position and two IT positions, and the Fence Viewer on the Temporary, Intermittent and Part-time schedule.

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.

Personnel Plan:

Susan presented changes for the Personnel Plan to be presented at the next Town Meeting related to:

- Change of date from January 1st to February 1st which would give the Personnel Board more time to review the Classification and Compensation Plan additional time to consider changes.
- Special police detail
- Additionally, Juneteenth was added as a paid holiday to reflect the new Massachusetts State Law. Finally, Columbus Day was changed to Indigenous Peoples Day.

Susan is drafting a separate document that outlines a “progressive discipline process.”

Abby will edit the Personnel Plan to make the language completely gender neutral.

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

The Personnel Board's Presentation for the Public Hearing and Joint Meeting with the Select Board

Susan presented the Wage Adjustment Presentation that will be used at the Select Board Public Hearing on March 1, 2021. The presentation details the Personnel Board recommendations for FY2022. All Personnel Board members agreed that Susan created an excellent presentation.

No vote required.

Town Administrator Report:

- A public hearing on the Classification and Compensation Schedule is scheduled for March 1, 2021.
- Update on the impact of the fire on Swanson Road. Kim Dee is working from the Regency from 9-2 to help individuals with their needs.
- An offer was made for the Community Services Outreach Coordinator. Details on start date and salary step still forthcoming, although the plan is for her to start on Step 1.
- Boxborough Leadership Forum is meeting tonight to review the school budget.
- FY22 request for staffing: 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.

Meeting Adjourned at 9:05 AM

Anne 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, March 16, 2021, at 8 AM Via Zoom conference room

Nancy Settle-Murphy will take the minutes on 3/16/2021.

Respectfully Submitted,
Sheila Bauer