

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES**

March 2, 2021

Meeting conducted via Zoon

Meeting called to order: 8:00 AM

Members in attendance: Susan Bak (Chair), Anne McNeese, Abby Reip, Nancy Settle-Murphy, Sheila Bauer (joined at 8:04 AM).

Other Attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator.

Attachments/handouts: None.

Susan opened the meeting by confirming that all members had audible access consistent with Governor Baker's Executive Order of March 12, 2020 due to the current State of Emergency. She indicated that all votes would be taken by roll call.

Subjects discussed:

The purpose of the meeting was to re-vote the Classification and Compensation Schedule to add the Assistant Treasurer/Collector position. However, at their meeting last night, the Select Board voted 3-2 to remove warrant article #10 which would have added head count to the Treasurer/Collector office. Under the circumstances, the Personnel Board did not have to add the Assistant Treasurer/Collector position to the schedule. No vote was taken by the Personnel Board.

Ryan said that the summary for the Classification and Compensation Plan would be completed today and sent to Susan to edit as appropriate. The Personnel Board recommendation is due by March 10, 2021. Susan will write the recommendation and send it to the Board for comments and/or editing.

Meeting adjourned at 8:07 AM

Abby moved to adjourn the meeting at 8:07 AM. Anne seconded the motion. Roll call vote: Sheila Bauer aye, Anne McNeese aye, Abby Reip aye, Nancy Settle-Murphy aye and Susan Bak aye. Approved unanimously.

Respectfully submitted,

Susan Bak