



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Meeting Minutes**

BOARD/COMMITTEE: Personnel Board

MEETING DATE: March 4, 2022

TIME: 9:30am

PLACE: Morse/Hilberg Room, 29 Middle Road

Members Present: Sheila Bauer, Keith Lyons, Bill Litant. Maria Neyland (Associate)

Members Absent:

Other Attendees: Tracey Sierra, Rajon Hudson

- **Sheila called meeting to order at 9:40**
- **Meeting Minutes approval from February 11, 2022.**
 - **Maria requested the re-wording of comments the minutes attributed to her around the question whether a sick leave bank for part time employees during a year in which 4 union contracts are being negotiated**
 - **Bill moved to approve amended minutes; Sheila seconded. All members approved appended minutes**
- **Personnel Administration Plan (discussion topics for Public Hearing)**
 - **Sick Leave Bank and additional incentives (for part-time employees/ >19hrs)**
 - **Board discussed the merits of adding a sick leave bank for employees under the 19.5 hours a week**
 - **Board discussed possibility of amending Article XI, Section 1A to “Each regular full-time, regular reduced-hours employee and any employee working 19 hours or greater per week...”**
 - **Automatic Salary Steps – to bring non-union town employees to closer alignment with collective bargaining practices**
 - **Discussed the need to tie a mandatory documented annual performance review to recommend implementing automatic steps**
 - **Board will investigate possible current language on performance reviews including language on needs improvement**
- **ITA/ATA updates/report**
 - **Rajon briefed that they had 6 applications and scheduled 6 interviews**
 - **Dept Asst for Town Accessor**
 - **Treasurer Collector and Assistant**
 - **Community Service Coordinator – have four applications**
 - **4 applications for Town Administrative Assistant**
 - **Advert for Rec Asst – 2 applications**
 - **Accountant – 1 applicant**

- **Rajon talked about getting us a draft for sick leave bank**
 - **Maria requested sick leave bank and step change costs for Fincom**
- **Public Meeting with Select Board (March 7, 2022) – Rajon’s investigating this date. If it is on, then we will join and move meeting**
- **New Personnel Board Members – Tracey Sierra attended as a new candidate and is scheduled to be appointed on Monday**
- **Any other business – Sheila participated in Rose’s exit interview and briefed the members of the board**
- **Dates for future meetings**
 - **March 7? Possible joint meeting with Select Board**
 - **March 11, 9:30am – approval of languages for changes of personnel plan**
- **Sheila made motion to adjourn at 11:38, Keith seconded. All agreed unanimously**

List of Documents/Exhibits used

- **February 11, 2022 Minutes**
- **March 4, 2022 Agenda**
- **Personnel Administration Plan**

Respectfully submitted,

Keith Lyons
Clerk, Personnel Board