

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

March 11, 2021

Via Zoom conference room

Meeting called to order: 8:01 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; Maria Neyland, Planning Board; Gary Kushner, Finance Committee representative

Attachments/handouts:

1. Agenda
2. Minutes February 16, 2021
3. Minutes March 2, 2021
4. PowerPoint: Revisit Classification & Compensation Wage Adjustment FY22
5. Proposed Fiscal Year 2022 Non-Union Wage Options spreadsheet
6. CPI-U spreadsheet updated as of January 2021

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

Minutes of February 16, 2021 and Minutes of March 2, 2021

Anne moved that the minutes of both meetings be approved (with February minutes as amended). 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.

Discussion and possible revote of Article 4 Personnel Plan including the Classification and Compensation schedule

The Personnel Board revisited its initial recommendation for proposed wage adjustment options for FY22. Sheila moved a motion to approve a 2.4% wage adjustment for FY22. Abby seconded. Roll-call vote: Anne McNeece voted nay, Sheila Bauer voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted nay. Majority approved.

Vote to remove the Elected vs Appointed Town Clerk warrant article & revisit for ATM 2022

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

Vote to Add Temporary Town Clerk to Personnel Plan including the Classification and Compensation schedule

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

Town Administrator Report:

- Rose Gage will begin as Boxborough's Community Service Coordinator March 15, starting at 25 hours/week.

Meeting Adjourned at 8:38 AM

Sheila 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, April 20 2021, at 8 AM Via Zoom conference room

Anne McNeece will take the minutes on April 20, 2021.

Respectfully Submitted,
Nancy Settle-Murphy