



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

**BOARD/COMMITTEE: Personnel Board**

**MEETING DATE: March 11, 2022**

**TIME: 9:00am**

**PLACE: Morse/Hilberg Room, 29 Middle Road**

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

**Members Absent:**

**Other Attendees: Rajon Hudson, Tracey Sierra**

- **Sheila called meeting to order at 9:09**
- **Meeting Minutes approval from March 4, 2022.**
  - **Bill moved to approve amended minutes; Sheila seconded. All members approved appended minutes**
- **Proposed Changes to the Personnel Plan – doc: Draft (from Sheila)**
  - **Section 2. Promotion or Reclassifications**
    - **Article VI Section 2 –**
      - **Bill recommended the addition of an additional commas original modifications discussed as part of Feb 11 meeting**
    - **Added Article VI, Section 11 to draft changes to personnel plan voted on during February 11, 2022 meeting**
  - **Article V – Section 3a**
    - **Discussed needing to change all references to ‘allocation’ with classification or any derivatives of classification**
    - **Reviewed and discussed draft language submitted by Rajon**
    - **Board discussed that the basis for looking at this change was to avoid employees going directly to personnel board**
    - **Discussed pointing the fleshed-out process to the Employee Handbook and reference to process in the revised section 3a**
  - **Article VI, Section 7**
    - **Discussed automatic steps and the need to ensure that annual employee reviews are mandatory**
    - **Changes to employee handbook to reflect automatic steps and reviews**
  - **Article XI, Section 1**
    - **Debated on where sick leave for part-time employees fit and what details that would encompass (1a-1g)**
    - **Potentially adding a section 2 dedicated to Part-time employees**
  - **Proposed Language from Lt. Malinowski – Personnel Board discussed that these suggested amendments are too late in the process and will not**

**be considered for this year's warrant.**

- **Job Descriptions Fire Department – passed over**
- **All Fincom budgets except for 4 have been approved**
- **ITA/ATA updates/report**
  - **Extended offer to admin asst for treasurer collector**
  - **Interview set for community services coordinator**
- **Dates for future meetings**
  - **March 18, 9:00am – approval of languages for changes of personnel plan**
- **Bill made motion to adjourn at 11:12, Keith seconded. All agreed unanimously**

**List of Documents/Exhibits used**

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

**Respectfully submitted,**

**Keith Lyons  
Clerk, Personnel Board**