



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

BOARD/COMMITTEE: Personnel Board

MEETING DATE: March 18, 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

- **Sheila called meeting to order at 9:07**
- **Meeting Minutes approval from March 11, 2022.**
 - **Bill moved to approve minutes; Sheila seconded. All members approved**
- **Personnel Plan Modifications Draft (from Sheila)**
 - **Article V, Section 3 and Section 3a –**
 - **Replace Allocation with Reclassification, Classification, or their derivatives everywhere**
 - **Article VI, Section 7 –**
 - **Board had extensive discussions on the final language we were comfortable recommending based on something that was straightforward and clear on meaning that would articulate that steps are automatic based on annual performance review results**
 - **Article 6, Section 11 (new) –**
 - **Temporary Out of Grade Work – no further discussions, accepted as is.**
 - **Other grammatical and other minor corrections were covered**
 - **Keith moved, Bill seconded all changes to Personnel Plan as discussed in today's meeting. All voted in favor unanimously**
- **New Positions – require grading. Board members to review the job descriptions to be provided by Rajon for discussion next meeting. Drop dead date to get the final language completed would be April 4.**
 - **Executive Assistant**
 - **Asst. Treasurer/Collector**
 - **Associate Planner**
- **Job Descriptions Fire Department – Sheila and Maria tried to determine if these job descriptions had already been approved by the previous Personnel Board but could not.**

- **ITA/ATA updates/report**
 - **Dept Asst. Town Account/Accessor – accepted offer**
 - **Offer accepted for Admin Asst for Treasurer Collector**
 - **Interviews completed for Community Services Coordinator**
 - **Candidate Interview today for Assistant to Town Administrator replacing Cheryl**
 - **Interview next week for Recreation Commission Dept. Asst.**

- **Fincom updates/report**
- **Dates for future meetings**
 - **March 23, 9:00am**
- **Sheila made motion to adjourn at 11:05, Keith seconded. All agreed unanimously**

List of Documents/Exhibits used

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

Respectfully submitted,

Keith Lyons
Clerk, Personnel Board