



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

BOARD/COMMITTEE: Personnel Board

MEETING DATE: March 23, 2022

TIME: 9:00am

PLACE: Morse/Hilberg Room, 29 Middle Road

Members Present: Sheila Bauer, Keith Lyons, Bill Litant, Tracey Sierra,

Associate Members Present: Maria Neyland

Members Absent:

Other Attendees: Linda Collins, Carter Terrenzini

- **Sheila called meeting to order at 9:05 and took roll call of all board members present**
- **Minutes. Bill moved, Sheila seconded, all approved minutes for:**
 - **March 18**
 - **March 21**
- **Public Participation**
 - **Linda Collins –**
 - **Wanted to follow-up on if town is looking at all job descriptions**
 - **She is also doing a lot of additional work and wants to ensure that the two admins outside town hall are considered**
 - **Sheila thought that since Linda was already an administrative assistant that there wasn't a lot we could do**
 - **Maria recommended that Linda approach Ed and Paul and funnel it up through the her department heads (proper channels)**
- **Personnel Plan**
 - **Article VI, Section 7 – Board members agreed to the following: “Employee Step advancement occurs annually annual provided that annual reviews have been submitted pursuant to the employee handbook by June 1.”**
 - **Bill pointed out grammatical error with percentages**
 - **Sheila moved, Bill seconded. All in favor unanimously**
- **Rate Job Descriptions**
 - **Associate Town Planner – Sheila made motion to place position and compensation schedule. Bill seconded. All unanimous**
 - **Executive Assistant – 415 (62.7k). Members agreed that the job description we were provided did not meet requested salary/grade level.**
 - **Asst. Treasurer Collector – 425 (no budget). Members agreed that the job description we were provided did not meet requested salary/grade level.**

- **Personnel Plan Modifications Draft – Sheila walked board members thru the changes we had agreed to in previous meetings in preparation for the warrant.**

- **Dates for future meetings**
 - **March 28/29 6:30?**
- **Bill made motion to adjourn at 11:41, Sheila seconded. All agreed unanimously**

List of Documents/Exhibits used

- **Personnel Administration Plan Working 2022 Changes - SCB**

Respectfully submitted,

**Keith Lyons
Clerk, Personnel Board**