



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING Meeting Minutes

BOARD/COMMITTEE: Personnel Board
MEETING DATE: April 13, 2022
TIME: 9:00am
PLACE: Morse/Hilberg Room, 29 Middle Road

Members Present and in person: Sheila Bauer, Bill Litant, Tracey Sierra, Maria Neyland (Associate)

Members Absent: none

Other Attendees: Karen Guzzardi; Admin Assistant (see public assistance section below for comments)

- **Call to order**
 - Sheila called meeting to order at 9:15 and took roll call of all board members present.
- **Vote the minutes of the prior meetings**
 - Sheila moved, Bill seconded, unanimous approval of minutes for:
 - March 23
 - On March 28, an agenda was posted, but we need to get the minutes from Rajon. Need approval at next meeting.
- **Letter from the Wellbeing Committee:**
 - **Review of the letter addressed to** Boxborough Interim Town Administrator, Carter Terenzini, received: April 8, 2022 from the Boxborough Well-Being Committee. Also addressed to Boxborough Assistant Town Administrator, Rajon Hudson, and Sheila Bauer
 - The letter was regarding an offer to candidate for “Community Service Coordinator” position. The first paragraph is below:

I write on behalf of the Well-Being Committee to strongly urge that the Town extend a revised offer as soon as possible to the candidate for “Community Services Coordinator” who was interviewed on March 14, 2022, with compensation consistent with at least Step 7, Grade 14 in order to secure this candidate as Boxborough’s next Community Services Coordinator. At our meeting this morning, April 7, 2022, the Well-Being Committee voted unanimously to recommend that this action be taken and that this letter be sent accordingly.

- Personnel Board will not be able to determine whether there is justification for this step adjustment because we don't have the newest version of the job description.
 - We have reached out to Wellbeing Committee for the job description.

- **Public Participation (on topics not otherwise indicated on the agenda).**
 - Article 6, Section 7 pay levels of new employee
 - Admin Asst executive offices is new. She started at a 12/3. Karen is wondering why she is at a step 3, instead of a 1.
 - Admin Asst Treasurer Collector is a 12/5.
 - The question is regarding the process of hiring someone to come in at a higher step. Karen stated that she feels the TA indiscriminately raised the step. And longer-term employees are discouraged, and contemplating their futures with the town.
 - **We recommend that Karen request the public record to seek justification for any pay levels.**

- **Employee Handbook**
 - We need to create language around the evaluation process.
 - We need to go into other like size municipalities and review how they evaluate nonunion members.
 - Littleton: Sheila
 - Stow: Tracey
 - Harvard: Maria
 - Bolton: Bill

- **Town Administrator or Assistant Town Administrator update/report**

- **FinCom update/report**
 - Budget is done. 5.6% increase.
 - Split on personnel board decisions
 - Associate planner
 - Personnel board changes re: the pension. In 5 years, the pension will be the town's biggest expense.
 - Unanimously did NOT recommend the FinCom bylaw change based on the need for a strong independent FinCom.

- **Any other business?**

- **Additional dates for meetings:**
 - Friday, April 22
- **Adjourn**
 - Motion to adjourn at 11:10. Sheila made the motion, and Bill seconded. Unanimous.

Respectfully submitted,

Tracey Sierra
Clerk, Personnel Board

Documents Used:

- Letter from Well Being Committee
- Article 6 and 7 of Personnel Administration Plan
- Employee Handbook