

PERSONNEL BOARD
TOWN OF BOXBOROUGH
DRAFT MEETING MINUTES

April 20, 2021

Via Zoom conference room

Meeting called to order: 8:00 AM

Members in attendance: Susan Bak (Chair), Anne McNeece, Abby Reip, Nancy Settle-Murphy.

Members absent: Sheila Bauer

Other attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee representative; Carol (last name not provided).

Attachments/handouts:

1. Agenda
2. Minutes March 11, 2021
3. Minutes March 15, 2021
4. Warrant Article 4 final
5. Power Point Personnel Plan for ATM
6. Personnel Board Hiring Policy
7. Open Door Policy draft v3
8. Progressive Corrective Action Process documents.
 - a. Corrective Action Process
 - b. Corrective Action form with example
 - c. Corrective Action form
 - d. Formal Counseling memo
 - e. Formal Counseling memo follow up
 - f. Final Counseling memo
 - g. Final Counseling memo follow up
 - h. Final dismissal memo
9. Power Point - Merit Based System.
10. Job Descriptions
 - a. Temporary Town Clerk
 - b. DPW Skilled Worker
 - c. Youth Librarian
 - d. Sr. Library Assistant
 - e. Library Assistant

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

1. Minutes of March 11, 2021 and Minutes of March 15, 2021 (Public Hearing)

Anne moved that the minutes of both meetings be approved (with March 15 minutes as amended). Abby seconded the motion. Roll-call vote: Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

2. Discussion and revote of Personnel Plan each of three motions:

a. **Motion 1:** Administrative motion

- I. Change Board of Selectmen to Select Board throughout document
- II. Change plan language to make it gender neutral
- III. Change the deadline to submit the pay plan to February 1st
- IV. Private detail rates
- V. Holidays: Juneteenth and Indigenous Peoples Day

Nancy moved to approve motion 1. Abby seconded. Roll-call vote: Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

b. **Motion 2:** Vote to Add Temporary Town Clerk to Personnel Plan including the Classification and Compensation schedule

Anne McNeece moved to approve motion 2. Nancy Settle-Murphy seconded. Roll-call vote: Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted nay. Approved unanimously.

c. **Motion 3:** Classification and Compensation schedule

Abby Reip moved to approve a 2.4% wage adjustment for FY22. Nancy Settle-Murphy 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 aye. Approved unanimously.

3. Review revised Job Descriptions:

a. Temporary Town Clerk

After it was verified that this is the same job description as the Town Clerk but with the word Temporary added, Anne McNeece moved to accept this job description. The motion was seconded by Abby Reip. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

b. DPW Skilled Worker

After discussion Nancy Settle Murphy moved to accept this job description as amended. The motion was seconded by Abby Reip. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

c. Youth Librarian

After discussion Abby Reip moved to accept this job description as amended. The motion was seconded by Nancy Settle-Murphy. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

d. Sr. Library Assistant

After discussion Nancy Settle Murphy moved to accept this job description as amended. The motion was seconded by Abby Reip. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

e. Library Assistant

After discussion Nancy Settle Murphy moved to accept this job description as amended. The motion was seconded by Abby Reip. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

4. There followed a discussion of the **Town's Hiring Policy** and posting of open positions. This policy needs to be carefully enforced so that current department assistants have an opportunity to apply as appropriate. The notice of an open position needs to be posted in all town buildings and on the Town web site.

5. There followed a preliminary discussion of a proposed **Open-Door Policy**. The general opinion of the Board is that this looks like a good policy. The Board will go over it in detail at a future meeting.
6. There followed a preliminary discussion of a proposed **Progressive Corrective Action Process**. The goal of this process would be to help employees be more successful in their jobs. As the Town grows it is important to be sure that employees are protected. More discussion will take place at a future meeting.
7. Preliminary discussion of **merit-based salary** program. GovHR recommended that the Town consider a merit-based pay system. This subject will require extensive consideration. It will be discussed further at future meetings.

8. It was decided to postpone Review of the PowerPoint for Article 4 until our next meeting.

9. Town Administrator Report:

- a. 6 months ago, goals and objectives for current employees were established, and Ryan is currently reviewing them with the employees.
- b. The Town Accountant position has been posted and the deadline has been reached. Very few applications have been received. This position will be reposted this week. A temporary Accountant has been hired.
- c. The Town is prepared to adjust Article 5, which currently reflects a COLA of 1.4%, if the wage adjustment of 2.4% proposed by the Personnel Board in Article 4 is approved at ATM.
- d. The Temporary Town Clerk position has been advertised as a 40-hour-a-week position.
- e. Abby Reip is working on the Town Planner job description. There is a question as to whether a MOU (Memorandum of Understanding should be included). Susan thinks an MOU should not be included in a job description.
- f. The Interim Town Administrator position was posted last Friday. It will be for a year until a Town Administrator is hired, giving the Town a longer time to do a thorough search.

Meeting Adjourned at 9:32 AM

Abby Reip moved to adjourn, and Nancy Settle-Murphy seconded. Roll-call vote: Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

NEXT MEETING: Tuesday, May 18, 2021, at 8 AM Via Zoom conference room

Abby Reip will take the minutes on May 18, 2021.

Respectfully Submitted,
Anne McNeece