

PERSONNEL BOARD  
TOWN OF BOXBOROUGH  
DRAFT MEETING MINUTES

May 18, 2021

Via Zoom conference room

**Meeting called to order:** 7:30 AM

**Members in attendance:** Susan Bak (Chair), Anne McNeece, Abby Reip, Nancy Settle-Murphy; Sheila Bauer

**Other attendees:** Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Carol Driscoll, resident.

**Attachments/handouts:**

1. Agenda
2. Minutes April 20, 2021
3. Job Descriptions
  - a. Building Inspector
  - b. Information Services Librarian
  - c. Technical Services Librarian
  - d. Library Director
  - e. Fleet Maintenance Mechanic
  - f. DPW Worker - Semi-Skilled
  - g. Council on Aging Van Driver

**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 April 20, 2021**

Abby moved that the minutes of April 20, 2021 be approved. Nancy seconded the motion. Roll-call vote: Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, Sheila Bauer vote aye, and Susan Bak voted aye. Approved unanimously.

**2. Review revised Job Descriptions:**

- a. Building Inspector

Susan pointed out that the only change from our last vote on this description was to the "Supervision Received." Per Town Counsel's review, it was changed. After discussion Anne moved to accept this job description as amended. The motion was seconded by Nancy. Roll-call vote: Anne McNeece voted aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, Sheila Bauer voted aye, and Susan Bak voted aye. Approved unanimously.

b. Information Services Librarian

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

c. Technical Services Librarian

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

d. Library Director

After discussion it was determined that there were points that needed clarification (supervision received). In addition, the examples of work need to be shorter. Nancy Settle-Murphy will consult with Peishan Bartley (Library Directory) and the Personnel Board will review at the June meeting.

e. Fleet Maintenance Mechanic

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

f. DPW Worker - Semi-Skilled

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

g. Council on Aging Van Driver

The Board discussed the requirement for a "good" driving record and determined that a definition/qualification should be added. Anne moved to accept this job description as amended. The motion was seconded by Sheila. Roll-call vote: Anne McNeece voted

aye Abby Reip voted aye, Nancy Settle-Murphy voted aye, Sheila Bauer voted aye, and Susan Bak voted aye. Approved unanimously.

3. Town Administrator Report:

- a. The Town Accountant position has been posted and the deadline has been reached. Very few applications have been received. This position was reposted with a closing date of 5/17. A temporary Accountant has been hired. Susan Bak will represent the Personnel Board for interviews.
- b. The Temporary Town Clerk position posting closed on 5/14. Personnel Board volunteer for interview team is Anne McNeece.
- c. The Interim Town Administrator position was posted with a due date of 5/21. It will be for a year until a Town Administrator is hired, giving the Town a longer time to do a thorough search.
- d. MOU update as it relates to the job description for Town Planner. Abby is working on the revised job description and the Board will discuss at the June 15 meeting.

**Meeting Adjourned at 9:01 AM**

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

**NEXT MEETING: Tuesday, June 15, 2021, at 7:30 AM Via Zoom conference room**

Per the rotation schedule, Sheila Bauer will take the minutes for June 2021.

Respectfully Submitted,  
Abby Reip