

**PERSONNEL BOARD  
TOWN OF BOXBOROUGH  
DRAFT MEETING MINUTES**

**June 15, 2021**

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

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

**Other attendees:** Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee, John Markiewicz, Select Board.

**Attachments/handouts:**

1. Agenda
2. Minutes May 18, 2021
3. Job Descriptions
  - a. Police Lieutenant
  - b. Library Director
  - c. Town Planner

**Susan opened the meeting by confirming that the Governor's emergency order has been lifted and that we are meeting in person.**

**1. Minutes of May 18, 2021**

Abby moved that the minutes of May 18, 2021 be approved. Nancy seconded the motion. Approved unanimously.

**2. Review revised Job Descriptions:**

- a. Police Lieutenant - review postponed until next meeting.
- b. Library Director - Reviewed final edits. As this is a position within the purview of the Library Board of Trustees, the Personnel Board is not the approving authority for the Library Director, therefore no vote was taken on the acceptance of the position. The Personnel Board is satisfied that the position reflects the responsibilities of the Library Director and that the format of the description aligns with other job descriptions within the Town.
- c. Town Planner - Discussion and review of this specific position. Reviewed Town Planner job description. Several revisions were made; however, Abby Reip will meet with the Town Planner to discuss edits and clarifications.

**3. Town Administrator Report:**

- a. Interviews for Interim Town Clerk are ongoing.
- b. Interviews for Town Accountant ongoing
- c. Interviews for Interim Town Administrator are ongoing.

d. Juneteenth holiday Implemented as of this week.

The following motions were discussed and voted as noted.

**Motion 1 – motion does not change the Personnel Plan**

The Town of Boxborough established a Personnel Administration Plan on July 1, 1980, in accordance with MGL Chapter 41, Sections 108 A and 108 C. The Plan provides that the Personnel Board administers the policies, procedures, and regulations as it deems necessary.

The Personnel Board affirms that while appointed by the Select Board, it operates independently (of the Select Board) to act in the best interests of the Town on all matters related to the Personnel Plan. Nancy moved and Abby seconded the motion. Approved unanimously.

**Motion 2 – motion does not change the Personnel Plan**

The Personnel Board strongly believes that any changes to the Plan must be in the best interests of the Town and its employees over time, rather than changes that are seen as short-term solutions to current perceived problems. Anne moved and Nancy seconded the motion. Approved unanimously.

**Motion 3 – motion does not change the Personnel Plan**

Job descriptions voted and approved by the Personnel Board shall not contain any reference to a Memorandum of Understanding (MOU). Nancy moved and Abby seconded the motion.

**Motion 4 – motion to recommend a change to the Personnel Plan**

All performance reviews and/or appraisals, whether annual or quarterly, shall be conducted by a Department Head. Department Heads are limited to: Town Administrator or their designee, Chief of Police, Fire Chief, DPW Director and Library Director. The Town Administrator designee must be a paid member of staff, not an appointed or elected volunteer or the Chair of a Board, Committee or Commission. With the exception of the Select Board's review of the Town Administrator and the Library Trustees review of the Library Director, under no circumstances shall an appointed or elected volunteer or the Chair of a Board, Committee or Commission be directly or indirectly involved in the approval or delivery of any employee's performance review. Appointed and elected volunteers, including the Chair of a Board, Committee or Commission, may provide written input into the employee performance review. Anne moved and Sheila seconded. Approved unanimously.

As this was Nancy Settle-Murphy's final meeting with the Personnel Board, she was heartily thanked for her service to the Town and the Personnel Board.

**Meeting Adjourned at 9:01 AM**

Nancy moved to adjourn, and Abby seconded. Approved unanimously.

**NEXT MEETING: Tuesday, June 29, 2021, at 7:30 AM In Town Meeting**

Per the rotation schedule, Abby Reip will take the minutes for June 2021.

Respectfully Submitted,  
Sheila Bauer