

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
BOXBOROUGH TOWN HALL
29 MIDDLE ROAD: MORSE/HILBERG ROOM
MEETING MINUTES**

June 29, 2021

Meeting called to order: 7:33 AM

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

Members absent: Sheila Bauer

Other Attendees:

Becky Neville, Finance Committee; Rajon Hudson, Assistant Town Administrator; John Markiewicz, Select Board; Cindy Markowitz, Planning Board; Cheryl Mahoney, Town Hall.

List of documents used:

1. Agenda
2. Minutes June 15, 2021
3. Job Descriptions
 - Police Lieutenant
 - Town Planner prepared by Abby Reip
 - Town Planner job description submitted by the Planning Board (clean and red lined)

Other documents not “used” at the meeting:

1. Email from Chief of Police regarding Private Detail rate
2. MOU between the Select Board and the Police union
3. List of job descriptions
4. Supervision Received document
5. Town Hall Org chart 2016
6. Motions voted at June 15ht meeting
7. Open Door Policy draft 3

Minutes

Abby moved that the minutes of June 15, 2021 be approved. Anne seconded the motion. Approved unanimously.

Hourly rate for private details

The Board discussed Chief Ryder's request to increase the Private Detail rate for non-union "special" officers covered under the Personnel Plan. Prior to the meeting, the Board received an email from Chief Ryder which explained his reasoning for the increased rate. The Select Board had previously signed an MOU with the Police Department dated March 18, 2021, and agreed that the market rate for private details of \$58/hour was reasonable. The Chief said that administratively, he needed one rate for payroll and billing. It was noted that Private Detail costs are absorbed by the entity requesting the Private Detail; these costs are not assessed to the Town.

Anne moved to recommend a new hourly rate of \$58 for private details for "special" non-union police officers covered under the Personnel Plan. (Article VIII Other Forms of Pay). Abby seconded the motion. Approved unanimously.

Revised Job Descriptions

1. Police Lieutenant

The Board reviewed and discussed a revised job description as presented by Susan. Anne moved to accept this job description as amended. The motion was seconded by Nancy. Approved unanimously.

2. Town Planner

The Board reviewed a revised job description prepared by Abby as well as a proposed job description developed by the Planning Board. (Please note that the Personnel Board did not receive the Planning Board's job description until the morning of this meeting).

Prior to the meeting, Susan received feedback from the Water Resources committee asking that a statement be added with respect to the US-EPA MA MS4 General Permitting process. That was included in the revised draft Town Planner job description used at the meeting. The Conservation Commission also responded to the Personnel Board indicating that the job description met their needs.

Aside from formatting, the major difference between the two job descriptions was the Supervision Received. Susan reported that she had reached out to the prior Town Administrator who said that during the 20 years she worked for the Town of Boxborough, the Town Planner "always reported to the Town Administrator and worked *with* the Planning Board."

Becky Neville reported that her husband Owen served on the Planning Board for over 15 years. During this time, Owen said he worked in collaboration with the Town Planner to make sure the issues that were important to the Planning Board were being addressed, but the Town Planner had never reported to the Chair of the Planning Board.

To ensure consistency in the reporting structure for all paid professional staff, the Personnel Board felt strongly that with only two exceptions (Town Administrator, who reports to the

Select Board and the Library Director, who reports to the Library Board of Trustees), all employees must report to professional paid staff members trained in the Town's administrative procedures. Volunteers may not have the training, ability, knowledge, skill, experience or professionalism to manage professional staff. Furthermore, allowing volunteers to supervise or manage paid professional staff exposes the town to liability and lawsuits. (As a note, Massachusetts law calls for a Town's Library Director to report to the Library Board of Trustees, which also oversees and approves the library's budget.)

Cindy indicated that the needs of the Planning Board were not being met with the current level of Planning Department staffing. The Personnel Board discussed how the position has expanded over the years. There was general consensus that the Planning Department may need additional staff, perhaps by hiring an Assistant Town Planner. If so, the Select Board will have to put that on warrant for ATM, as the addition of staff would be a Town Meeting decision, versus a Select Board or Personnel Board decision.

At the conclusion of the discussion, Abby moved to accept the job description with two minor edits. Nancy seconded the motion. The motion passed unanimously.

Assistant Town Administrator Report

- a. Rajon gauged interest from the Personnel Board for the Public Safety Compensation Study Committee, whose task is to agree on what towns to use for purposes of compensation studies, which will include per diems. Susan agreed to serve on that committee.
- b. Temporary Town Clerk ready to start July 12, 2021
- c. Interim Town Administrator beginning July 12, 2021
- d. Town Accountant beginning July 12, 2021
- e. Beginning to interview interim building inspector

Public Participation

Cheryl Mahoney requested a position description/compensation commensurate with her actual job descriptions, which have expanded to include IT and HR support and other responsibilities. She would like the Personnel Board to consider creating an executive support position aligned to her actual responsibilities. Susan will follow up with Cheryl.

Meeting Adjourned at 8:32 AM

Anne moved to adjourn, and Susan seconded. Approved unanimously.

NEXT MEETING: August 3, 2021 at 7:30 AM.

Per the rotation schedule, Anne will take the minutes for August 2021.

Respectfully Submitted, Nancy Settle-Murphy