



Town of Boxborough
Minutes of Public Meeting

BOARD/COMMITTEE: Personnel Board

MEETING DATE: August 8, 2023

TIME: 5:30 PM ET

PLACE: Morse/Hilberg Meeting Room, Town Hall

Members present: Lee Slade (Chair), Cheryl Mahoney (Clerk), Ellen Hickey, Allan MacLean

Others present: Rajon Hudson (Assistant Town Administrator), Becky Neville (FinCom liaison) [≈6:00 PM]

Members of the public present: Lisa Oldham, Susan Bak (representing the Boxborough News)

DISCUSSION ITEMS

1. Chair Lee Slade confirmed quorum in attendance and called the meeting to order at 5:30 PM.
2. Chair Slade provided opening comments, welcomed guests, reviewed revised agenda, provided a brief overview of July meeting items and tasks undertaken over the previous month.
3. Approval of Minutes for Meeting of July 11, 2023

ACTION: Hickey moved and MacLean seconded motion to approve minutes of meeting of July 11, 2023. Motion passed 3 -0-1. Mahoney abstained. Mahoney to finalize document and forward to Town Clerk for posting.

4. Assistant Town Administrator Hudson spoke to his written report; expanding on the information provided, including:
 - November 2nd STM Warrant Article List and timeline. None of the listed draft articles require the Personnel Bd.'s input/recommendation.
 - Exploring a MIIA Risk Management Grant. Reaching out to departments as to eligible programs/projects, e.g., staff-based environmental/facility improvements and cyber security.
 - The current draft Employment engagement survey; updated with the feedback he has received. The Board provided input.
 - Town has launched its FY 24 "Sick Leave Bank." Processes and the related forms have been created. The donation period is now open. Intention is for enrollment to coincide with the Annual Health Benefit enrollment period [April/May].
 - Vacancies Updates:
 - 19.5 FTE Asst. Planner Interviews are complete.
 - A finalist has been selected for DPW – semi skilled maintenance position.
 - A Part-time Dispatcher is moving up to take a full-time position. Department now at: 5 Full-time/ 4 Part-time. Chief will maintain this and Reserve Officers as open, rolling job postings.
5. Becky Neville, FinCom liaison reported that there are currently no FinCom activities to report on. They will be begin gearing up in Sept.
6. The Board discussed the Grading of the Fire Department positions under consideration.

Slade reported on his and Hickey's efforts to grade these new and existing positions: Call FF, Call EMT, Per Diem EMT/FF, Per diem deputy Chief, Per diem Cpt./EMT, and Per diem Lt./EMT. The existing may be realigned and the new positions will be recommended for incorporation into the Comp. Schedule. Slade and Hickey reviewed the rubric and metrics they used. They reviewed their respective scoring in an effort to develop a consensus for the Board's recommendation. The Board needs to be mindful of possible intersections with the career staff structure in the final recommended grades. ATA Hudson related his discussions with Cpt. Malinowski on these matters.

ACTION: It was suggested that ATA Hudson explore if there are HR archives of previous rating/grading efforts for reference. Slade and Hickey will continue their efforts and update the Board going forward.

7. ATA Hudson provided a presentation on the Town Employee Performance Management System, which has been developed over the last two years and is in current use. He reviewed some of the resources and input that were utilized to develop the system. The performance reviews are used to identify possible employee eligibility for merit recognition, step increases, and areas for improvement. The Admin. Focus is to ensure quality and continuity of Town services, as well as a rewarding employee experience. Communication and training of staff and managers are essential. The forms used align with Personnel Plan target terminology. ATA Hudson has also provided the Department Heads for the Union personnel in the performance review process. The Board provided input.

ACTION: ATA Hudson will consider feedback from Board and continue to provide updates to the Board on these efforts.

ACTION: As part of the ongoing assessment of the Employee Life Cycle, ATA Hudson will describe the Town's recruiting process at the next meeting.

10. The Board took the review of the updated Library job descriptions, *out of order*.

ACTION: Members will submit any additional comments/edits to ATA Hudson by Friday.

8. ATA Hudson spoke to the status of the Employee Engagement Survey; sharing a draft survey. The Board provided input. He reviewed intent and possible timeline.

ACTION: Additional comments may be provided to ATA Hudson.

9. MacLean provided a status update about his policy review efforts. He reviewed his discussions with ATA Hudson concerning current HR-related policies, employee and public accessibility to the policies and placement on the website. He feels baseline research is complete. He will be focusing on completing several policies that have been previously drafted and looking for gaps in the overall set of policies.

ACTION: MacLean will continue in these efforts; providing updates to the Board going forward.

11. Discussion was deferred on the Personnel Board Work Plan for 2023/2024

12. Public Participation

There were no comments from the public.

13. New Business

There were no items of new business.

14. Chair Slade confirmed the next meeting for September 12th at 5:30 pm in the Morse-Hilberg room.

ACTION: Clerk Mahoney to draft Minutes of this meeting and the September 12 notice and agenda and forward to Chair Slade to review and post.

15. With no other business before the Board, Hickey moved to adjourn, MacLean seconded. The motion passed 4-0 by voice vote. Chair Slade adjourned the meeting at 7:20 PM.

Respectfully submitted,

Cheryl Mahoney, Clerk

Related Materials:

Minutes of the meeting of July 11, 2023. (Posted for approval)

ATA Report to the Personnel Board, August, 8, 2023

STM Placeholder list

Town Performance Management materials

Employee Engagement Survey

Job descriptions - Fire Department and Sargent Library