

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

August 24, 2021

Meeting called to order: 7:31 AM

Members in attendance: Susan Bak (Chair), Anne McNeece, Sheila Bauer, Sherri Hodgson, Abby Reip

Other Attendees:

Rajon Hudson, Assistant Town Administrator; Becky Harris, Town Clerk; Maureen Masciola, resident

List of documents used:

1. Agenda
2. Minutes June 29, 2021 and July 26, 2021 meetings
3. List of Public Records Request
4. Public Records Requests
5. OML Complaint
6. Response to OML Complaint
7. CPI-U data
8. HRS wage data 2013 for Temp, Per Diems and Intermittent
9. Temp, Per Diem, Intermittent FY2022
10. Select Board Policy on Appointed Boards, Committees
11. Open Door Policy Draft 3
12. Response to Public Records Request

1. Susan introduced Sherri Hodgson, the newest member of the Personnel Board.
2. Motion by Susan Bak to accept the minutes from June 29 and July 26. Seconded by Abby Reip. Approved unanimously.
3. Motion by Anne McNeece to nominate Susan Bak to a one-year term as Chair of the Personnel Board. Seconded by Abby Reip. Unanimous vote in favor.
4. Motion by Sheila Bauer to nominate Abby Reip to a one-year term as Clerk of the Personnel Board. Seconded by Anne McNeece. Unanimous vote in favor.
5. Motion by Anne McNeece to rotate responsibility for minutes among all members of the Personnel Board (excluding the Chair). Seconded by Sheila Bauer. Unanimous vote in favor.

Clerk, Abby Reip, will prepare a schedule indicating which member is responsible for minutes each month.

6. Town Clerk, Becky Harris, gave the Board a recap and status of the public records request made by Mark Barbadoro. To date, Mr. Barbadoro has not responded to Ms. Harris' notification that in order to access the researched records, he must pay a fee.
7. Status of Open Meeting Law complaint brought by Mark Barbadoro: The Attorney General's Office will accept the response sent by the Town of Boxborough's Counsel on behalf of the Personnel Board unless Mr. Barbadoro pursues an appeal within 90 days.
8. Susan Bak presented topics that the Personnel Board needs to address in the upcoming year. These include, but are not limited to the performance review process, sick time for part-time employees, merit-based pay, grievance policy, employee handbook, and a re-examination of the proposal to change the Town Clerk position from elected to appointed. Additionally, discussion of inviting an associate member to the Personnel Board was discussed. Associate members do not vote, but may fully participate in meetings.
9. Assistant Town Administrator, Rajon Hudson, reported on onboarding processes for Town Accountant, Interim Building Commissioner, and Interim Building Inspector, as well as the status of interviews for other open positions.
10. Next meeting will have a focus: Open Door Policy (Abby to review and convert to third person the "Town Administrator and Department Head Responsibilities" and "Employee Responsibilities" sections. Alternative focus on the Temporary, Per Diem, and Intermittent Classification and Compensation Schedule. Susan will inventory the job descriptions for these positions to see what is missing.

Meeting Adjourned at 8:42 AM

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

NEXT MEETING: September 21, 2021 at 7:30 AM.

Per the attached rotation schedule, Sheila will take the minutes for September 2021.

Respectfully Submitted,
Abby Reip
Personnel Board Clerk

Personnel Board Minutes Rotation - updated 8/24/21

2021	
September 21	Sheila
October	Anne
November	Sherri
December	Abby
2022	
January	Sheila
February	Anne
March	Sherri
April	Abby
May	Sheila
June	Anne
July	Sherri
August	Abby
September	Sheila
October	Anne
November	Sherri
December	Abby