



TOWN OF BOXBOROUGH

MINUTES OF PUBLIC MEETING

BOARD/COMMITTEE: Personnel Board

MEETING DATE: August 24, 2022

TIME: 8:30 am

PLACE: Conducted in person at Morse/Hilberg Room, 29 Middle Road

Members Present: Sheila Bauer (Chair), Bill Litant, Lee Slade

Members Absent: Tracey Sierra (Clerk)

Other Attendees:

- Becky Neville, Finance Committee Liaison
- Rajon Hudson, Assistant Town Administrator

1. Chair Sheila Bauer called the meeting to order at 8:34 AM and welcomed the attendees to the meeting. Special welcome to Becky Neville, who is replacing Maria Neyland as FinCom Liaison to the Personnel Board; Maria was appointed Chair of FinCom.
2. Chair called for motion to approve the minutes of the June 30, 2022 meeting. Prior to a motion, Lee and Bill each noted some needed corrections to the minutes. In the absence of Clerk Tracey Sierra, Sheila deferred a vote to approve the minutes until the next meeting, requesting that Lee and Bill independently forward their comments to her to incorporate in an updated draft for Board review.
3. Chair asked Rajon Hudson to review the background of the draft Sick Bank Policy previously forwarded to Personnel Board members for review. Rajon explained that this policy was prompted by a situation with a Town employee who needed sick days but had not yet accrued them. That situation was resolved. Subsequently, the Interim Town Administrator suggested that a Sick Bank Policy is a mechanism that some other towns use to deal with similar situations. Accordingly, the ITA drafted the proposed policy and asked the Personnel Board to consider proposing it as a warrant for Town approval. Lee asked and Rajon confirmed that the policy was developed based on an existing policy in another town, and that it has been reviewed by Town Counsel.

Chair Bauer confirmed that the Personnel Administration Plan allows employees to accrue up to 180 days of sick leave with no provision for buyback. Becky confirmed that this policy should not create any new costs for the Town. The policy would not apply to Union employees unless it was specifically incorporated into negotiations with the Unions.

Lee asked if the Personnel Board is requested to provide comments; Rajon confirmed. Discussion ensued about several items, including the mechanism for payment of refunds for monies recovered, the concept of an involuntary levy at the option of the Town Administrator, and the need for an independent Appeals board in lieu of engaging the Personnel Board. In general, the sense of the Personnel Board appeared positive toward a Sick Leave Bank policy, assuming the questioned items can be resolved. Chair Bauer asked that members forward their comments on the proposed policy independently to her after the meeting. Discussion will be deferred until the next meeting.

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4. The board discussed the job description for the DPW Buildings and Grounds Maintenance Lead prepared by DPW. Personnel Board is requested to grade and set salary for the position, which is open, advertised, and DPW hopes to fill as soon as practical. Chair Bauer assigned responsibility for independent grading to Lee and herself, to be conducted prior to the next meeting. Several questions were raised about the position description itself, including a few inconsistencies and duplicative sections. The fact that no safety training is required was also questioned. Chair Bauer suggested that the position description be discussed with DPW Director Ed Kukkala at the next meeting. Chair Bauer will invite him to attend.
5. Rajon Hudson, Assistant Town Administrator, reported on the status of Town recruiting.
 - a. He reported that six open positions have been advertised:
 - Administrative Assistant, Police Department
 - Department Assistant, Community Services/Recreation
 - Public Safety Dispatcher
 - Town Accountant
 - Administrative Assistant, Accounting
 - Maintenance Lead, Building & Grounds , Department of Public Works
 - b. Rajon reported that the new Community Services Coordinator started work this week.
 - c. Rajon reported that he conducted an exit interview for an employee recently departing Police Department.
 - d. Rajon reported that the number one priority for him is recruiting.
6. Lee Slade reported that he recently participated on the Town Administrator Screening Committee as the Personnel Board's recommended appointee. On August 22, Committee Chair John Fallon informed the Select Board that the committee, through the independent search consultant, will forward the names of four unranked candidates to the Select Board for their consideration. The consultant is currently confirming references for each. The Select Board will conduct interviews, most likely on September 8 and 15 at 4:30 PM. The Screening Committee discussed with each candidate the concerns of the Personnel Board, among many other relevant issues. The work of the Screening Committee is complete, and it has been dissolved.
7. Becky Neville provided an overview of Finance Committee activities. The FinCom is dealing with some budget overruns and requested that the Personnel Board be fair but careful in setting salary adjustments for July 1, 2023. Discussion ensued among Board members regarding the process and resources for establishing appropriate salary increases, given the current economic and hiring climate. The Board will discuss in more depth at future meetings.
8. There were no members of the public in attendance.
9. Chair Bauer set the next Personnel Board meeting for September 14 at 8:30 AM in person in the same room.
10. With no other business before the Board, Chair Bauer called for a motion to adjourn. Lee moved to adjourn, Bill seconded. The motion passed 3-0. The meeting was adjourned at 10:45 AM.

Respectfully submitted,



Lee Slade
Member, Personnel Board