



## TOWN OF BOXBOROUGH MINUTES OF PUBLIC MEETING

**BOARD/COMMITTEE:** Personnel Board

**MEETING DATE:** September 12, 2023

**TIME:** 5:30 PM ET

**PLACE:** Morse/Hilberg Meeting Room, Town Hall

**Members present:** Lee Slade, Chair; Cheryl Mahoney, Clerk; Ellen Hickey; and Allan MacLean

**Others present:** Rajon Hudson, Assistant Town Administrator; Mike Johns, Town Administrator; John Szewczyk, Police Chief; Alex Wade, Town Planner (*Participating Remotely*); Sheila Bauer, Associate Member; and Becky Neville, FinCom liaison.

**Members of the public present:** Susan Bak for the Boxborough News

### DISCUSSION ITEMS

Chair Lee Slade confirmed quorum in attendance and called the meeting to order at 5:26 PM.

Chair Slade provided opening comments, welcomed guests, and briefly reviewed the agenda.

*The Board took up New Business as the first item.*

Chair Slade noted that TA Johns recently proposed adding article(s) to the fall Spring Town Meeting Warrant to create two new positions. The warrant goes to print at the end of the month. It was clarified that the Board would be only discussing this proposal and any action would be at a subsequent meeting. TA Johns took up the discussion; providing an overview of the positions under consideration and what he is seeking from the Board.

Van/Bus Driver: Town Planner, Alex Ward spoke to this position, explaining that he has applied for and received a reimbursement funding grant from our public transportation service, MART [Montachusett Regional Transit Authority]. He explained the proposed services and route; and how it would differ from the existing CoA Van Driver position. The historic context for the CoA Van Driver was discussed. There was a review of a draft job description provided by MART this morning. The current job market is highly competitive.

**ACTION:** The Board were asked to review and provide comments on the job description to ATA Hudson asap. He and Planner Wade will incorporate/update and return it to the Board.

**ACTION:** ATA Hudson and Planner Wade were asked to do some market research on salaries.

**ACTION:** Slade and Hickey will grade the updated job description for discussion at next meeting.

Planner Wade signed off from the meeting.

Assistant Town Accountant: TA Johns reported that the FinCom voted to recommend that the Town hire a full-time in-house accountant as they have communicated concern about the information currently being made available by the Accounting Dept. TA Johns discussed his related concerns with a full-time position, including the impact on the current contracted accounting services, the specific background/skills needed and pending fiscal year and mandated reporting benchmarks. The job market for municipal accounting professionals is competitive. To address this, he has proposes creating a new in-house Assistant Town Accountant position, which will be a 32-hour, benefited position. He outlined the positives in creating this position. There is room in

the FY 24 for this, but it would need to be added to the Personnel Plan's Compensation schedule. FinCom liaison Becky Neville reported that the FinCom is not in favor of this proposal.

**ACTION:** The Board were asked to review and provide comment on the draft job description to ATA Hudson to incorporate/update and return it to the Board.

Police Lieutenant Re-classification: Police Chief Szewczyk joined TA Johns to discuss re-classifying the Lieutenant position to non-exempt. Chair Slade summarized his research, resourced by Susan Bak and historical Personnel Board documentation, into the creation of this position in 2015 as an exempt position. Chief Szewczyk overviewed his perspective of the Lieutenant's core responsibilities, which include both policing and administrative responsibilities. The Board discussed the Federal Fair Labor Standards Act (FLSA) criteria; Szewczyk reported that Town Counsel had opined that the position should be non-exempt, based on his understanding of it. The Board was provided this job description for reference.

**ACTION:** Chair Slade, ATA Hudson, and Chief Szewczyk will meet with Town Counsel to confirm his opinion based on updated job description.

The proposal is to present all three actions in one article for fall Special Town Meeting.

**ACTION:** Comments on these three job descriptions should be submitted to ATA Hudson ASAP so he can incorporate and provide those updated description back to the Board so they could be reviewed in time for next meeting.

**ACTION:** Once updated, Slade and Hickey will grade the two new positions and confirm grade on the Police Lieutenant position.

#### **Approve minutes of the meeting of August 8, 2023**

**ACTION:** MacLean moved and Hickey seconded motion to approve minutes of meeting of August 8, 2023. Motion passed 4-0.

#### **Report from FinCom Representative**

Becky Neville reported that FinCom is awaiting completion of the Town's FY 23 fiscal reporting to know what funding is available for Fall STM articles.

#### **Report from Assistant Town Administrator**

- Recruitment for Full and Part time Police Officers continues. There was discussion of the Chief's certification requirements.
- An offer has been made to a candidate for the Part-time Associate Town Planner position.
- The Town email migration is being implemented this week. The user training is being recorded.  
**ACTION:** Instructions shall be provided to this Board.
- The Board passed over receiving a status report on Town Performance Management system and presentation of Town Recruiting process. These will be revisited at next regular Board meeting.
- ATA Hudson reported that the next phase for the Employee Engagement Survey is to conduct an employee focus group in October.  
**ACTION:** ATA Hudson will circulate an updated draft with the Board.

**Discuss Town positions – Pending revisions**

Slade and Hickey reported on their efforts to grade the six Fire Department positions under review. A revision to the grading protocols and process might need to be considered. Further discussions will be taken up by the Board at the next meeting.

There was a brief discussion of the current revisions to the library job descriptions.

**ACTION:** Slade and Hickey will work on grading. ATA Hudson will reach out to Library Director Bartley for clarification on several of the Board members' comments.

**Receive and discuss update on policies review – Allen MacLean**

He thanked Susan Bak for her assistance with his research, citing several sources. There are several Personnel-related policies that the Board may need to review; along with several that the Board may want to develop. He also reviewed the Town's policies, as a whole.

**ACTION:** He will share some of these materials with the Board.

The Board passed over a status review of the other 2023/2024 Board work plan items.

Public Participation – no items were discussed.

Special Town Meeting preparations require a supplemental meeting so the Board's next meeting will be held Monday, September 19, 2023 @5:30 PM.

At 7:14PM Hickey moved, and MacLean seconded to adjourn. Approved 4-0.

Respectfully submitted,

Cheryl Mahoney, Clerk

**Related Materials**

Minutes of the meeting of August 8, 2023.

Draft STM Warrant language

Job descriptions-

Assistant Town Accountant

Van/Bus Driver

Police Lieutenant

Fire Dept. grading materials