



## TOWN OF BOXBOROUGH MINUTES OF PUBLIC MEETING

**BOARD/COMMITTEE:** Personnel Board

**MEETING DATE:** September 18, 2023

**TIME:** 5:30 PM ET

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

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

**Others present:** Rajon Hudson, Assistant 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 5:30 PM. Chair Slade provided opening comments, welcomed guests, reviewed the primary intent of the meeting- to consider three positions to take to Fall Town Meeting; review of proposed updated job descriptions and assigning the grading of same. Chair Slade re-ordered several agenda items.

Consider and take action on proposal for new Van/Bus Driver Position.

The Board reviewed and provided input regarding the updated job description. Slade and Hickey provided their respective grading analysis to the Board. Planner Wade's input was sought. There was discussion regarding the current job market for this position.

**MOTION:** Hickey moved and Slade seconded to recommend this position be assign as Grade 10. Approved 4-0 by Roll Call Vote: MacLean "aye," Hickey "aye," Mahoney "aye," and Slade "aye."

**ACTION:** ATA Hudson to finalize job description and prepare language for Board approval to obtain Town approval to add this position to the Schedule.

Consider and take action on proposal for revised Police Lieutenant position.

There was discussion as to the history/background of the establishment of this position and the subsequent consultation with Town Counsel Joseph Fair regarding categorization of this position as exempt or non-exempt. Mr. Fair provided his written opinion that the position should be categorized as non-exempt. Further revisions to this job description, based on these discussions, were also reviewed by the Board. Chair Slade recommended that the Board endorse and support the recategorization of this position to non-exempt; incorporating that into an updated job description. Chief Szewczyk concurred with this. Slade and Hickey provided their respective grading analysis to the Board. Chief Szewczyk's input was sought. It was confirmed that this position should remain as grade 16.

**MOTION:** Hickey moved and MacLean seconded to reclassify this position as non-exempt. Approved 4-0 by Roll Call Vote: MacLean "aye," Hickey "aye," Mahoney "aye," and Slade "aye."

**ACTION:** ATA Hudson to update job description accordingly and prepare language for Board approval to obtain Town approval to modify the categorization of this position in the Schedule.

On a related note, Chair Slade described a concern raised by the Chief that the Detail Pay Rate for the Per diem "Special" Officers as stated in the Plan requires reconsideration by the Personnel Board in light of the increase of that rate for Career Officers as negotiated in the most recent Collective Bargaining Agreement. Chief Szewczyk confirmed his desire to pay same rate for special details to Special Officers, who are on the Town's Schedule, as Career Officers. Slade committed that the Board will consider this issue at an upcoming meeting. Chief Szewczyk, left the meeting.

Consider and take action on proposal for new Assistant Town Accountant position.

The Board reviewed and provided input regarding the updated job description for the new Assistant Town Accountant position. FinCom liaison Becky Neville stated that the FinCom believes that a full-time onsite Town Accountant is required, and therefor does not support the TA's plan to create and fill this position. ATA Hudson stated that the position could be created but not filled at this time. Slade and Hickey provided their respective preliminary grading analysis. Neville and Bauer provided comments regarding the grading of this position. Former Board member Susan Bak shared her perspective regarding the flexibility of the Personnel Board to consider other factors in addition to the grading criteria for the job description. No consensus was reached.

**ACTION:** Slade and Hickey will update their grading, based on input regarding the position and expected refinements to the job description.

**ACTION:** A subsequent meeting will be held to finalize the Assistant Town Accountant position grading and approve the Special Town Meeting article language. It will be held on Friday, September 22, 2023, at noon, via Zoom.

Member Hickey left the meeting.

Public Participation – no items were discussed.

New Business

The Board's next regular meeting is scheduled for October 10. Chief Slade reviewed the matters he'd like to address then.

Adjourn

At 7:09 PM MacLean moved and Mahoney seconded to adjourn. Approved 3-0 by Roll Call: MacLean "aye," Mahoney "aye," and Slade "aye."

Submitted by,

Cheryl Mahoney, Clerk

#### **Related Materials**

Updated Assistant Town Accountant job description

Updated Van/Bus Driver job description (position renamed to differentiate from current COA Van Driver.

Updated Police Lieutenant job description

Draft STM Warrant language

*Approved October 10, 2023*