

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

September 21, 2021

Meeting called to order: 7:32 AM

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

Other Attendees:

Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee Liaison, Maria Neyland, resident, Maureen Masciola, resident

List of documents used:

1. Agenda
 2. Minutes August 24, 2021
 3. CPI-U spreadsheet
 4. Open Door Policy Draft 3
 5. Temp, Per Diem, Intermittent salary grade spreadsheet
 6. GovHR rating factors
 7. HRS rating factors
 8. Job Descriptions:
 - o Clerk of Elections
 - o Election Worker
 - o Per Diem Captain
 - o Per Diem EMT
 - o Per Diem Lieutenant
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1. Motion by Anne McNeece to accept the minutes from August 24, 2021. Seconded by Sherri Hodgson. Approved unanimously.
 2. Motion: Pursuant to the Select Board policy on "Membership and Activities of Appointed Town Boards Policy", move to appoint Maureen Masciola and Maria Neyland as Associate Members of the Personnel Board each for a term of 1 year(s). Motion by Susan Bak. Seconded by Anne McNeece. Unanimous vote in favor.
 3. General discussion regarding wage adjustment and step increase for regular FT and PT employees. No vote taken.

4. Discussion of the "Open Door Policy". A motion was made by Abby Reip to recommend the "Open Door Policy" as revised to the Select Board. Seconded by Anne McNeece. Unanimous vote in favor.
5. Discussion of available job description rating models. General consensus was that we would continue to use the model provided by GovHR. No vote required.
6. Discussion regarding the Temp, Per Diem and Intermittent schedule. Edits have been made to the Clerk of Elections, Election Worker/Checker/Inspector job descriptions. Susan Bak will work on revising the three Fire Department job descriptions from this schedule. For the next meeting, Anne M, Sherri H, and Sheila B will rate job descriptions for comparison. Discussion regarding combining the job descriptions for the Winter and Gym Director positions.
7. Status of Open Meeting Law complaint brought by Mark Barbadoro: The complainant has filed an appeal.
8. Assistant Town Administrator, Rajon Hudson, reported on reviewing job descriptions for the Treasurer/Collector position.
9. Finance Committee Liaison, Becky Neville, reported that Fin Com will work on budgets starting in October.
10. In her role as private citizen, Becky Neville shared with the Personnel Board her concerns about the tenor of staff meetings at Town Hall. She shared with the Personnel Board a letter that she also shared with the Select Board.
11. Discussion of the possibility of a joint meeting of the Select Board and the Personnel Board. No vote taken.

Meeting Adjourned at 8:35 AM

Abby R moved to adjourn, and Sherri H. seconded. Approved unanimously.

NEXT MEETING: October 19, 2021 at 7:30 AM.

Per the attached rotation schedule, Anne McNeece will take the minutes for October 2021.

Respectfully Submitted,
Sheila Bauer
Personnel Board Clerk

2021	
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