



## TOWN OF BOXBOROUGH MINUTES OF PUBLIC MEETING

**BOARD/COMMITTEE:** Personnel Board

**MEETING DATE:** September 22, 2023

**TIME:** 12:00 PM ET

**PLACE:** Remote via ZOOM

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

**Others present:** Rajon Hudson, Assistant Town Administrator; John Szewczyk, Police Chief, Alex Wade, Town Planner; Sheila Bauer, Associate Member; and Becky Neville, FinCom liaison

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

### DISCUSSION ITEMS

At 12:00 PM Chair Lee Slade noted that the Board was meeting remotely; confirmed quorum was in attendance and called the meeting to order. Chair Slade reviewed the intent of the meeting and procedures for remote meetings.

The Board reviewed further revisions to the proposed job description for the Van/Bus Driver, including the retitling of the position to Local Transit Operator. Planner Wade's and other's input was provided. The position reports to the Council on Aging. This is a new position that is separate and different than the CoA driver position.

The Board reviewed further revisions to the proposed new Assistant Town Accountant position. Slade and Hickey provided their updated grading analysis. It was determined that, considering both grading points and position parity, this position should be placed as a grade 12.

**ACTION:** Hickey moved and MacLean seconded to approve and assign the Assistant Town Accountant position as Grade 12. Approved 4-0 by Roll Call Vote: MacLean "aye," Mahoney "aye," Hickey "aye," and Slade "aye."

The Board reviewed the further revisions to the proposed warrant article for Fall Special Town Meeting. It was reported that TA Johns modified the plans to fill the proposed Assistant Accountant position; keeping it flexible to be filled at a later date. To provide that option, TA Johns requested that the position be placed on the classification schedule. The Board suggested revisions to the warrant language based on this approach.

**ACTION:** MacLean moved and Hickey seconded motion to approve the language as discussed and amended to support this article. Approved 4-0 by Roll Call Vote: MacLean "aye," Mahoney "aye," Hickey "aye," and Slade "aye."

Chair Slade confirm that October 10, 2023, is the date for next meeting.

Adjourn

Without objection, Chair Slade adjourned the meeting at 12:28 PM.

Submitted by,

Cheryl Mahoney, Clerk

### Related Materials

Updated job description:

Local Transit Operator

Assistant Town Accountant

Draft Fall STM Warrant language

*Approved October 10, 2023*