



## TOWN OF BOXBOROUGH MINUTES OF PUBLIC MEETING

**BOARD/COMMITTEE:** Personnel Board

**MEETING DATE:** October 10, 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; and Becky Neville, FinCom liaison

**Members of the public present:** Lisa Oldham; Susan Bak (for the Boxborough News)

### DISCUSSION ITEMS

Chair Lee Slade confirmed quorum in attendance and called the meeting to order at 5:32 PM.

#### 3. APPROVE MEETING MINUTES

- Hickey moved and MacLean seconded to approve the minutes of meeting of September 12, 2023. Approved 4-0.
- Hickey moved and MacLean seconded to approve the minutes of meeting of September 18, 2023. Approved 4-0.
- Hickey moved and MacLean seconded to approve the minutes of meeting of September 22, 2023. Approved 4-0.

**ACTION:** Clerk Mahoney to update file names and submit minutes to Town Clerk for posting.

#### 4. REPORT FROM FINCOM REPRESENTATIVE

FinCom Representative Neville reported that FinCom worked on their STM recommendations at their last meeting. They have now unanimously recommended the Personnel Bd.'s STM Article including the Town Accountant support staffing. FinCom will begin their FY25 budget structuring process at their next meeting.

#### 5. REPORT FROM ASSISTANT TOWN ADMINISTRATOR

ATA Hudson presented his Administration Update Memo and provided some additional updates including:

- The Select Board unanimously voted to recommend the Personnel Bd.'s STM Article.
- The Article has been placed on the Consent Agenda.

- Chair Slade will prepare a presentation and be ready to speak to the Article if it is tagged from the Consent agenda for discussion.

Both of the candidates for Associate Town Planner have withdrawn.

There was further discussion of the Town Accountant responsibilities; current contracted services; proposed support staffing; potential re-structuring i.e., Financial Director; and available funding. Per Neville, FinCom now supports the Assistant Town Accountant position.

#### **6. RECEIVE STATUS REPORT ON TOWN PERFORMANCE MANAGEMENT SYSTEM**

ATA Hudson reviewed the Q&A developed from the input previously provided by the Board and reported on the feedback received from the various departments. Some coaching and additional support was provided to department heads as this process and associated timeline were new to them. The TA/ATA intend to use this system to encourage higher performance. ATA Rajon related some of the goals/objectives that his review identified i.e., launching a "Citizens' Academy." TA Johns believes that the new Performance Management process is key to overall performance management; he requires that a review be completed before an employee is eligible for a step increase. The system will be incrementally improved as staff gain experience with it.

A Performance Improvement Plan is also being developed.

#### **10. RECEIVE STATUS REPORT ON EMPLOYEE RECRUITING PROCESS**

ATA Hudson presented a summary of the Town's Employee Recruiting Process, including Boxborough's recruiting strengths and challenges in the current job market. The Board provided input. There was discussion as to the Board's role in this process. Further refining of the process is needed so responsibilities and benchmarks can be clarified and codified.

#### **7. RECEIVE STATUS REPORT ON EMPLOYEE ENGAGEMENT SURVEY**

ATA Hudson presented the draft Survey, which had been updated based on the Board's previous input. ATA Hudson intends to launch the pilot survey after fall STM and will share results in January.

#### **8. FALL SPECIAL TOWN MEETING**

The Board's Article has been placed on the Consent Agenda. Chair Slade will present Article if pulled for discussion.

#### **9. TOWN POSITIONS – JOB DESCRIPTIONS AND GRADING CONFIRMATION:**

**Library** – Work continues on the grading placements of several existing, updated job descriptions. ATA Hudson will review the outstanding items that need clarification so these analyses can be completed.

**Fire Department** – it was determined that additional analysis of the detail rates for per diem firefighters and EMTs is needed before recommendations can be provided.

#### **11. RECEIVE AND DISCUSS UPDATE ON POLICIES REVIEW – A. MacLean**

MacLean spoke to the policy inventory and three policies: Progressive Corrective Action Policy, Open Door Policy and Vehicle Use Policy. He provided copies to the Board and asked them to provide their comments directly to him only. He thanked Susan Bak for her assistance in these efforts. Bak provided further information. Other board members were asked to forward comments to MacLean.

**12. REVIEW STATUS ON OTHER 2023/2024 BOARD WORK PLAN ITEMS – L. Slade**

Chair Slade has been working with TA Johns and ATA Hudson on defining Employer of Choice. TA Johns intends to present this to the Select Board before the end of the year. It is imperative to push making the Town an “Employer of Choice,” prioritizing funding for trainings and other career development opportunities.

**13. PUBLIC PARTICIPATION** – no items were discussed.

**14. NEW BUSINESS** – no items were discussed.

Chair Slade confirmed that the Board’s next meeting is scheduled for November 14 at 5:30 PM in the same room.

**ADJOURN**

At 6:57 PM, MacLean moved and Hickey seconded to adjourn. Approved 4-0.

Respectfully submitted,

Cheryl Mahoney, Clerk

**Related Materials**

Minutes of the meetings of September 12, September 19, and September 22, 2023

Job descriptions:

Local Transit Operator

Assistant Accountant

Library positions and grading materials

Police Lieutenant

Fire Dept. position grading materials