

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
SARGENT MEMORIAL LIBRARY
LARGE MEETING ROOM
DRAFT MEETING MINUTES**

October 19, 2021

Meeting called to order: 7:33 AM

Members in attendance : Susan Bak (Chair), Anne McNeece, Sheila Bauer, Sherri Hodgson, Abby Reip, Maria Neyland, associate member, Maureen Masciola, associate member

Other Attendees:

Rajon Hudson, Assistant Town Administrator; Becky Neville, Finance Committee Liaison; Jason Malinowski, Per diem Captain/EMT, Public Education Coordinator Fire Department

List of documents used:

1. Agenda October 19
 2. GovHR rating factors
 3. Summary all positions rated by GovHR
 4. Employee Handbook 2021
 5. Minutes September 21
 6. Summary Rating Form
 7. Temp Per Diem SG
 8. Job Descriptions:
 - a. Seasonal Snow plow worker SB clean
 - b. Seasonal Worker edited SB clean
 - c. Per Diem Lt Draft edited JM v2 clean
 - d. Per Diem FF-EMT Draft edited JM v2 clean
 - e. Per Diem CoA Van Driver revised 10-21
 - f. Election Worker approved RH 10-12
 - g. Clerk of Elections approved by RH 10-12-21
 - h. Council on Aging Van Driver
 - i. Council on Aging Per Diem Van Driver
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1. Abby moved that the minutes of September 21, 2021 be approved. Sheila seconded the motion. Approved unanimously.
 2. Abby moved that we update the contact information in the Employee Handbook. Sheila seconded the motion. Approved unanimously.
 3. Anne moved to change the footer of the Employee Handbook to reflect that it is a final version voted in 2018. Abby seconded the motion. Approved unanimously
 4. We discussed changing the location of Personnel Board meetings. It was determined that the Morse-Hilberg room at Town Hall is totally ADA accessible and is more convenient for Town employees who might want to come to a meeting. Future meetings will be held there.
 5. Discussion followed on the job description for Regular PT Van Driver as submitted by the CoA coordinator. Edits were suggested and questions raised. We will continue discussion at our next meeting.

6. Temporary, Per Diem and Intermittent job descriptions:

- a. The job description for the Per Diem Firefighter/EMT was discussed and edits concerning grammar and wording were suggested. Sheila moved that the job description be accepted as amended. Sherri seconded the motion. Approved unanimously.
- b. The job description for the Per Diem Fire Lieutenant/EMT was discussed and edits concerning grammar and wording were suggested. Abby moved that the job description be accepted as amended. Sheila seconded the motion. Approved unanimously.
- c. The job description for the Per Diem Fire Captain/EMT was discussed and edits concerning grammar and wording were suggested. Sheila moved that the job description be accepted as amended. Abby seconded the motion. Approved unanimously. Sherri and Anne will grade firefighter positions for the next meeting.
- d. The job description for the Clerk of Elections was discussed and edits concerning grammar and wording were suggested. Abby moved that the job description be accepted as amended. Sherri seconded the motion. Approved unanimously.
- e. The job description for the Election Worker/Checker/Inspector was discussed and edits concerning grammar and wording were suggested. Anne moved that the job description be accepted as amended. Sheila seconded the motion. Approved unanimously.

Anne and Sherri and Sheila had graded the Election Worker position. Sheila moved to accept it as a grade 8. Sherri seconded the motion. It was approved unanimously. After questions were raised, Sheila moved to withdraw the vote. Sherri seconded the motion. Approved unanimously. It was determined that we need to have further discussion about what positions on the Temp, Per Diem and Intermittent schedule need to be rated to match up with the Regular Classification and Compensation schedule.

7. The board plans to vote a wage adjustment factor for FY 2023 after the CPIU is released in December for regular FT and PT employees .
8. The Assistant Town Administrator reported that there have been interviews for the treasurer/collector and assessor positions this past week.
9. Maria reported that FinCom will recommend a level service budget (not level funded, level service) with the exception of additional staffing for Town Hall. The Police budget will be restored to what FinCom recommended last year, before the Police budget was de-funded. **She explained the SAFER grant process for adding staff to the Fire department. They are not sure if there will be a warrant article for a SAFER grant for FY2023. They are not sure if FinCom will support an additional head count for the Fire department in lieu of applying for the SAFER grant.**
10. There has been no further action on the OML complaint.

NEXT MEETING S: November 9th & November 16th , 2021 at 7:30 AM.

Per the rotation schedule, Sherri will take the minutes for November 9th.

Respectfully Submitted,
Anne McNeece