



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Wednesday, January 25, 2023
Time	4:00 PM
Place	Town Hall (Morse-Hilberg Room) 29 Middle Road, Boxborough

AGENDA

1. Call to order.
2. Approve minutes of the meeting of January 12, 2023.
3. Report from Town Administrator.
4. Report from FinCom Representative.
5. Reconsider and vote to approve job description and grade for DPW Buildings & Grounds Maintenance Lead.
6. Reconsider and vote to approve revised job description and grade for Associate Town Planner.
7. Reconsider and vote on modifications to Plan proposed by Town Administrator.
 - a. Adjustments to FY2023 Classification & Compensation Schedule
 - b. Modifications to Section 2. Promotions or Reclassifications
 - c. Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy.
 - d. Article X. Vacations: Section 2 and Section 3
8. Discuss preparations for joint meeting with Select Board.
9. Consider bylaw modification to quorum requirements.
10. Discuss recruiting new Board members.
11. Public Participation (on topics not otherwise indicated on the agenda).
12. New Business.
13. Set date for next meeting.
14. Adjourn.

Related Materials:

- A. Minutes of meeting of January 12, 2022 (draft enclosed)
- B. Quorum Requirements Analysis (enclosed)
- C. Proposed Plan modifications and related materials (pending)
- D. Updated position description: **DPW Buildings & Grounds Maintenance Lead** (pending)
- E. Updated position description: **Associate Town Planner** (pending)
- F. New position description: **Reserve Police Officer** (pending)
- G. New position description: **Police Dispatcher** (pending)



TOWN OF BOXBOROUGH MEETING MINUTES

BOARD/COMMITTEE: Personnel Board

MEETING DATE: January 12, 2023

TIME: 4:00 PM ET

PLACE: Grange Meeting Room, Town Hall

Members Present: Sheila Bauer (Chair), Bill Litant, Lee Slade (Acting Clerk)

Others Present:

Town Administrator: Mike Johns (partial attendance)

Assistant Town Administrator: Rajon Hudson

FinCom Representative: Maria Neyland

DISCUSSION ITEMS

1. Chair Sheila Bauer confirmed attendance by all Board members, then called the meeting to order at 4:04 PM.
2. Chair called for a motion to approve minutes of the meeting of December 19, 2022, with modification to Item 9 to indicate that the Board is requesting a modest budget for 2024, but no increase over 2023. Motion by Slade, second by Litant. Minutes approved by voice vote, 3-0. Slade to correct minutes and send minutes to Becky Harris to post, copying Rajon Hudson.
3. Assistant Town Administrator Hudson reported the following:
 - a. On Monday, the Select Board voted to approve Personnel Board recommendation for 2.9% wage increase for 2024.
 - b. One round of interviews has been conducted for DPW and Fire Administrative Assistant position. Additional interviews are scheduled. Town Administrator will interview staff-recommended candidate.
 - c. ATA Hudson has provided a placeholder warrant item for pending Board items. No language written yet. After discussion, it was confirmed that:
 - i. Warrant items language is due to ATA on February 6.
 - ii. Select Board will consider and vote on February 13. The February 13 meeting will serve as a public meeting for the warrant items and will be so posted. Chair Bauer to request of Select Board. Two weeks public notice required.

ACTION: Chair Bauer to coordinate joint public meeting with Select Board for February 13 including public notice.
 - iii. Final language of warrant items is due to Town Administrator March 27. It will go to print on March 30.

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4. FinCom Representative Maria Neyland reported the following:
 - a. The budget process is going very well. The budget includes the 2.9% wage increase recommended by the Personnel Board and approved by the Select Board.
 - b. An Administrative Assistant position for the accounting office may be added to the budget. This position and grade are already in the Classification Schedule.
5. The Board discussed the updated job description for DPW Buildings & Grounds Maintenance Lead. Slade commented that the job description describes the position very clearly. The Board had no comments or further recommendations on the description. Although this is now a union position, the Board agreed to grade the position. Slade and Bauer will independently grade the position for approval at the next meeting.

ACTION: Chair Bauer and Slade to grade DPW position for January 24 meeting.
6. The Board discussed recommendations and required changes to the draft job description for Associate Town Planner. Slade will provide to ATA Hudson a version with tracked consolidated recommendations. ATA Hudson will work with the Town Planner to update the description and forward to Slade by January 20 to allow Slade and Bauer to grade the position prior to the next meeting. Although this position is planned and budgeted as a 19-hour per week position, it will be graded as a full-time position and the salary prorated. Once this position is approved, a warrant item will be required to add it to the Classification and Compensation Schedule.

ACTION: Slade to send ATA Hudson tracked consolidated recommendations.

ACTION: ATA Hudson to provide updated job description by January 20.

ACTION: Once received, Chair Bauer and Slade to grade ATP position for January 24 meeting.
7. Town Administrator Mike Johns joined the meeting at 5:10 PM and remained through its adjournment.
8. The Board considered modifications to the Personnel Administration Plan as proposed by Town Administrator.
 - a. Adjustments to FY2023 Classification & Compensation Schedule are requested for two positions, Reserve Police Officer, and Part-time Dispatcher. Town Administrator Johns clarified that these temporary and part-time positions must be paid considering competitive pressures. Chair Bauer requested a job description for each so that they can be graded to confirm the proposed salary rates and included in the Classification Schedule. These descriptions need to be provided to the Board by January 20 to allow time for the Board to review, approve, and grade them and include them in the warrant for Town Meeting. Maria Neyland asked ATA Hudson to confirm that the proposed salary rates for these two positions are included in the budget.

ACTION: ATA Hudson to collaborate with the Police Chief to develop job descriptions for these two positions and provide to Board by January 20.

ACTION: ATA Hudson to confirm proposed salary rates for the two positions are included in budget.

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- b. The Board discussed several versions of the proposed modifications to the Personnel Administration Plan related to Section 2. Promotions or Reclassifications. TA Johns opined that the purpose of this change is to ensure that a promoted or reclassified employee receives a non-nominal salary adjustment appropriate to the change in role. Currently, an employee may receive only a very nominal adjustment due to the overlapping salary ranges in certain grades. After discussion, it was agreed to provide the language originally proposed by the Interim Town Administrator with a minimum salary adjustment of 4% rather than 5%.

ACTION: ATA Hudson will finalize and resubmit the language for the Board to review and approve at the next meeting. Language like the following is anticipated:

“When an employee is promoted to a position in a higher grade or the position they hold is reclassified to a position in a higher grade, the employee’s salary shall be increased to the first step which provides them with an increase in pay of at least 4% above their base pay prior to the promotion or reclassification. If the employee’s department head recommends a higher step increase, they must do so in writing as warranted by the employee’s qualifications and performance, subject to the approval of the Town Administrator.”

- c. The Board discussed the previously proposed language of Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy. The Board provided several comments to the proposed policy that were discussed with and agreed by TA Johns and ATA Hudson, including elimination of a special levy, clarification of the mechanics to repay the Bank any days compensated to the employee by insurance, modification of the members of the Appeal Panel, and a few minor grammatical recommendations.

ACTION: Slade to provide ATA Hudson a copy of the language with tracked consolidated comments.

ACTION: ATA Hudson will finalize and resubmit the language for the Board to review and approve at the next meeting.

9. The Board cursorily discussed the language modifying Article X. Vacations: Section 2 and Section 3 as previously proposed by the Interim Town Administrator. The Board generally concurred with the intent of the modifications.

ACTION: ATA Hudson to submit an updated version of the language for consideration by the Board for action at its next meeting.

10. The agenda item related to the approval of wage adjustment for 2024 was included by the Clerk Slade in error. This item was resolved at the meeting of December 19, 2022, and was not revisited.
11. No members of the public attended the meeting.
12. Chair Bauer informed the Board that she had prepared and submitted the Annual Activity Report of the Personnel Board to the Town Administrator.

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13. Chair Bauer reiterated to the Board her desire to step down as Chair. Litant moved and Chair Bauer seconded that Lee Slade be elected Chairman. Slade accepted nomination. The motion passed 3 - 0.

ACTION: Chair Bauer to inform Town Clerk of this change.

14. Chair Bauer set the next meeting for Wednesday, January 25 at 4:00 PM in person in Town Hall.

15. Chair Bauer introduced items of new business.

- a. Chair Bauer raised the concern that Article IV, Section 5 of the Plan regarding quorum may become problematic for the Board at our current size and may merit modification. Maria Neyland encouraged the Board to consider proposing this change at Town Meeting. The Board agreed to address this issue at the next meeting.
- b. The Board unanimously agreed that to be most effective, the Board requires two additional members for a total of five. Recruitment efforts are underway by Board members.

ACTION: Slade will invite one promising candidate to the next meeting.

16. With no other business before the Board, Chair Bauer called for a motion to adjourn. Litant moved to adjourn, Slade seconded. The motion passed 3-0 by voice vote. Chair Baur adjourned the meeting at 5:55 PM.

Respectfully submitted,



Lee Slade
Acting Clerk

Related Materials:

- Minutes of meeting of December 19, 2022
- Proposed Plan modifications and related materials
- Proposed position description: **DPW Buildings & Grounds Maintenance Lead**
- Proposed position description: **Associate Town Planner**

MEMORANDUM

January 17, 2023

TO: Personnel Board

FROM: Lee Slade

RE: Plan IV. Section 5 Quorum Requirements

Board Members,

At our meeting next week, we will discuss the possibility of changing the bylaws to revise the quorum requirements described in Paragraph IV. To support our discussion, I did the analysis summarized below. Please review, draw your conclusions, and come prepared to discuss at our meeting on January 25. Thanks. Lee

Personnel Plan Requirements for Quorums and Approvals								
Scenario	Total Board Members	Members Attending	Current Plan IV. Section 5 - Board action through majority of total members.			Notional - Board action through majority of members attending.		
			Quorum Requirement	Adoption of Motion	Comment	Members Attending	Majority of Members Attending	Comment
1	3	3	2	2	Reasonable but not ideal. Two members can cause the Board to act.	3	2	No effective change from current.
2	3	2	2	2	Unanimous vote of members attending is required. This seems reasonable, though not ideal only because of the small size of the Board.	2	2	No effective change from current.
3	4	4	3	3	Unanimous vote of members attending required. This seems reasonable because it prevents the Board from acting with 2 out of four members in favor of a motion.	4	3	No effective change from current.
4	4	3	3	3	Unanimous vote of members attending required. reasonable but not ideal	3	2	Not reasonable to have two members of a four-person Board take action.
5	5	5	3	3	This seems reasonable. Majority is 3 votes out of 5 members attending a meeting.	5	3	No effective change from current.
6	5	4	3	3	This seems reasonable. Majority is 3 votes out of 4 members attending a meeting.	4	3	No effective change from current.
7	5	3	3	3	Unanimous vote of members attending required. This seems reasonable since only 3 of 5 members are at the meeting. This keeps the Board from acting with only 2 of 5 members in favor of a motion.	3	2	Not reasonable to have two members of a five person Board take action.