

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES**

**January 9/2020
Morse/Hilberg Room, Town Hall, 29 Middle Road**

Meeting called to order: 7:35 AM

Members in attendance: Sheila Bauer (Chair), Hugh Fortmiller, Anne McNeece, Abby Reip, Nancy Settle-Murphy,

Other attendees: Susan Bak, Boxborough Select Board; Becky Neville, Finance Committee; Sean Donahue, Assistant Town Administrator; Ryan Ferrara, Town Administrator

Minutes of December 20, 2019: Nancy Settle-Murphy moved that the minutes be approved as written. Abby Reip seconded the motion. **Voted:** Approved unanimously.

1. Ryan Ferrara reviewed the previous Personnel Board meeting's decision to increase wages and salaries by step (2.5% between steps, 0% for employees at the max step), and a running three-year average of the regional Consumer Price Index of 2.6%.

2. Ryan Ferrara distributed new figures for the Police Chief and Fire Chief positions on the new Compensation Plan to include Quinn Bill bonuses. The Quinn Bill is a Career Incentive Pay Program to encourage police officers to earn degrees in law enforcement and criminal justice. It would add 25% to the base salary for Police Chief and Fire Chief. Grade 11 has been revised to include the Quinn amounts.

Action Item: Ryan Ferrara will continue to revise the grade ranges to include all positions.

3. Ryan Ferrara handed out the schedule for Per Diem and Intermittent employees showing the changes that were voted at the last meeting. Since minimum wage increases happen at the beginning of the calendar year, Finance Committee's recommendation was to change the rate to \$13.50. The Personnel Board did not vote this.

4. Discussion followed about the Town Accountant/Finance Director salary vs. stipend.

Action Item: Ryan Ferrara and Sean Donahue will create a job description for the Town Accountant/Finance Director position.

5. Ryan Ferrara distributed an updated chart of stipends for elected Boards and Committees.

At 8:30 a.m. Abby Reip left the meeting.

6. There was discussion of Department Assistant and Executive Department Assistant jobs.
7. **Nancy Settle-Murphy moved** to create Town Accountant/Finance Director position as grade 9 and a job description that is consistent with the duties of the position. Sheila Bauer seconded the motion. **Voted:** approved 4-0. (Abby Reip absent)
8. **Sheila moved** to create a Department Assistant level 1 grade 4 and Department Assistant level 2 grade 5. Nancy Settle Murphy seconded the motion. **Voted:** approved 4-0. (Abby Reip absent)
9. **Sheila moved** to move Senior Library Assistant from grade 2 to grade 3. Nancy Settle Murphy seconded the motion. **Voted:** approved 4-0. (Abby Reip absent)

NEXT MEETING: 7:30 a.m. Thursday, January 29, Town Hall - Upstairs Meeting Room

It was moved, seconded and voted unanimously to adjourn the Personnel Board meeting at 9:00 AM (Nancy moved; Anne seconded)

10. List of Exhibits used:
 - a. Minutes of December 9th Personnel Board meeting
 - b. FY2020 Classification and Compensation Schedule
 - c. FY2021 proposed Classification and Compensation Schedule
 - d. Police Chief, Master's Degree with 20+ Years Longevity comparison by towns
 - e. Proposed stipends for elected Boards
 - f. Gov HR rationale for two levels of department assistants
 - g. Summary of conversation with Susan Brennan a GovHR re: department assistants was referred to

Respectfully Submitted,

Anne McNeece