



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Meeting Minutes

BOARD/COMMITTEE: Personnel Board

MEETING DATE: January 25, 2023

TIME: 4:00 PM

PLACE: Morse-Hilberg Room, Town Hall

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

Others Present: Lisa Oldham, Ellen Hickey, Chief John Swewczyk, Town Planner Alexander Wade.

Assistant Town Administrator: Rajon Hudson

FinCom Representative: Becky Neville

Lee Slade, Chair, called to order at 4:05pm

Discussion items:

1. Sheila Bauer moved and Bill Litant seconded acceptance of the minutes from January 25th. Minutes accepted with a 3-0 vote.

2. Chief Swewczyk provided explanations of the Reserve Police Officer and Part-Time Dispatcher positions and the need for re-grading the current positions.
 - a. Action item: Sheila to also rate the Dispatcher and SPO job description for the next meeting.

3. Discussion of Associate Planner position with Alexander Wade. Reviewed the details and asked questions. Sheila shared her rating of the Associate Planner position. Lee Slade will provide his rating at the next meeting.
Action item: Final details regarding the Associate Planner position will be considered at the next meeting.

4. Discussed rating and grade of the Buildings and Grounds Maintenance Lead position. Sheila Bauer made a motion and Bill Litant seconded that the Building and Grounds Maintenance Lead position be accepted with a salary grade of 13, noting some minor editorial changes. Motion passed 3-0.

5. Update from ATA: offer made and accepted for an AA for DPW and Fire Dept.

6. Discussion of the 2023 Warrant article:
All votes postponed to a future meeting, but the following points were discussed:
 - a. Adjustments to FY2023 Classification & Compensation Schedule
 - b. Modifications to Section 2. Promotions or Reclassifications - language regarding the reclassification to include that a promoted or reclassified employee will receive no less than a 4% salary increase.
 - c. Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy.
 - d. Article X. Vacations: Section 2 and Section 3

7. Update from Becky Neville from the Finance Committee: The Fin Com unanimously approved the 2.9% wage adjustment for FY 2024.

8. Bill Litant stated that February would be his final month serving on the Personnel Board. He will step down from his role on the Personnel Board as of March 1st. The Personnel Board continues to reach out to possible new members.

Next meeting - February 1st at 4pm.

Adjourned at 5:32pm