

**PERSONNEL BOARD  
TOWN OF BOXBOROUGH  
Meeting Minutes**

**January 31, 2020**

**Morse-Hilberg Conference Room, Town Hall, 29 Middle Road**

**Meeting called to order:** 7:35 AM

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

**Other attendees:** Susan Bak, Boxborough Select Board; Becky Neville, Fin/Com; Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator

**Public Participation:** Richard Guzzardi, Liz Markiewicz, Town Clerk; Karen Guzzardi, Department Assistant

**Public Participation portion**

The Personnel Board clarified that as part of the overall compensation discussion, it agreed that the creation of two department assistant positions made sense as per the GovHR USA consultant's recommendation, and voted on the creation of two distinct positions at its January 9, 2020 meeting. However, the Board has not yet voted on job descriptions; part of today's meeting will be spent reviewing the proposed job descriptions for voting at the next meeting. A request was made to give current department assistants a chance to provide input before this is put to a vote. *Note: The Proposed Job Description document is among the exhibits listed at the end of these meeting minutes.*

The Compensation and Classification Study by GovHR USA will be posted online as soon it's finalized and approved by the Personnel Board at a future meeting.

The possibility of changing the Town Clerk to an appointed position was discussed. The Board responded that this question has been on the table for several years, and that the current Board felt that it was time to assess the pros and cons of elected vs. appointed and make a thoughtful recommendation to the Select Board, and then put it on a warrant for Town Meeting.

**Approval of minutes from January 9, 2020:** Hugh moved to accept the minutes as written and Anne seconded. The motion carried unanimously.

**A primary purpose of the meeting was to review the Boxborough's Compensation and Classification Plan report as presented by GovHR USA, including the compensation and classification schedule, department assistant job descriptions, finance director job description, town accountant stipend and per diem job descriptions.**

### **Discussion of Compensation and Classification Plan**

- The Board agreed in principle to have 14 steps for all grades and positions, rather than limiting step 14 to grades 13 and higher only.

**Action for Ryan and Sean:** Provide comp figures for Step 14 for all levels

### **Discussion of Department Assistant 2 job description**

- The Personnel Board needs to make recommendation regarding the job description for the newly-created position of Department Assistant Level 2 prior to March 2, date of the Public Hearing. The Board plans to take this to a vote at the next meeting.

**Action:** Sean will send a Department Level 2 job description document in Word to Personnel Board members for additional comments and editing, which they will send back to Sean prior to the next Personnel Board meeting.

### **Discussion of Finance Director Job Description, Salary and Stipend.**

- The Board agreed to the need to keep salary plans related to promotions aligned with the current Personnel Plan. At the same time, the Board agreed that salaries should be sufficient to attract and retain needed talent. Thus, the Board voted that the best way to meet both needs is to have the Town Accountant retain her current title and grade level, and then be awarded a stipend for the additional finance director responsibilities she has taken on. Nancy moved to keep the position, including job description and salary range, as is and award a stipend for additional responsibilities. Hugh seconded the motion, which was approved unanimously. The Board also recommended that the position of Town Accountant/Finance Director be removed from the classification schedule.

Ultimately, the Personnel Board would like to explore altering the current Personnel Plan in the future to allow more latitude when it comes to increasing salaries for employees who are promoted.

### **Future Discussion Topics**

- The Board agreed to have a more manageable number of discussion topics on each agenda, so that people interested in attending those discussions could plan accordingly.
- Among the topics suggested for future meetings is the need to have job descriptions for all types of employees, including those working on a per diem basis

**Meeting adjourned at 9:18 AM**

### **Future meetings:**

2/6/2020 at 3 PM

2/14/2020 at 7:30

Exhibits: Department Assistant 2 Job Description; FY2021 Classification and Compensation Schedule for Regular Full-time, Reduced and Part-time Employees; Department Assistant II; Finance Director job description; Town Accountant stipend; and Per Diem Job Descriptions

Respectfully Submitted,  
Nancy Settle-Murphy (and Anne McNeece)