

**PERSONNEL BOARD  
TOWN OF BOXBOROUGH  
Meeting Minutes**

**February 6, 2020**

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

**Meeting called to order:** 3:02 PM

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

**Member absent:** Abby Reip

**Ex officio attendees:** Susan Bak, Boxborough Select Board Liaison; Becky Neville, Fin/Com Liaison; Ryan Ferrara, Town Administrator

**Visitors:** Cassy Bosworth, Department Assistant; Karen Guzzardi, Department Assistant

**Distributed Documents:**

Agenda for 2.6.2020

Minutes from 2.31.2020

Gov HR 8-town Salary Survey, Percentage Between Minimum and Maximum Classification and Compensation Schedule FY2021, 15 Steps

Classification and Comp. FY2021 Proposal, 14 steps – Susan Bak, 2.4.2020

Department Assistant II Job Description 2.3.2020, Edits (Anne, Hugh)

Department Assistant II Job Description 2.6.2020, Clean Draft (Anne, Hugh)

Department Assistant Job Description, 10.19.2015

Finance Director Stipend Description, January 2020

Elected vs. Appointed Town Clerk, MCTA Survey, Liz Markiewicz, 2019

Elected vs. Appointed Town Clerk, Pros and Cons, Susan Bak

Technical Services Librarian Job Description, 2018

Information Services Librarian Job Description 2019

**Approval of Minutes from January 31, 2020:** Anne moved to approve the minutes as written; Sheila seconded the motion. **VOTE:** Approved unanimously.

**Discussion of two versions of FY2021 Classification and Compensation Schedule:**

In reviewing the effect of moving from a 15-step plan to Susan Bak's draft of a 14-step plan, Ryan found that the change would affect eight employees in Town Hall, the Library, and the DPW. The proposed 14-step plan would start new employees at what is currently Step 2. The change would add \$10,900 to the FY 2021 budget. Discussion of what the steps would look like

if we wanted the spread of salaries currently at 38% to be closer to the average of a 30% spread in similar towns. Discussion of how best to bring the FY2021 Schedule into sync with the FY2020 Schedule. For instance, Ryan pointed out that compensation for some administrative and tech staff requires additional adjustments that should be reflected in the next iteration of the Schedule. **Action:** Ryan will get the reaction of our compensation consultant Joellen Cadematori. **Consensus:** Tabled till the next meeting.

**Further discussion of the FY2021 Classification and Compensation Schedule:**

Ryan recommended that regardless of how the Schedule is revised, it would be helpful if the salaries of all exempt employees were listed in whole dollars. After further discussion, Anne moved that in any future Schedule, exempt salaries should be rounded off to the nearest dollar. Sheila seconded the motion. **VOTE:** Approved unanimously.

**Discussion of revisions to the Department Assistant II Job Description:** At the beginning of the discussion, a review of previous minutes confirmed that the PB has voted to establish a new job description: "Department Assistant II." The position would require more responsibility and skills than the previous (2015) job description, now to be called "Department Assistant I."

**Public Participation:** As part of the discussion of Department Assistants job descriptions, Cassy Bosworth and Karen Guzzardi expressed disappointment that the meeting and interview process with the compensation consultant did not feel thorough, nor did they feel heard. Anne and Hugh expressed interest in being sure that the introduction of the new, more demanding classification (Department Assistant. II) would be seen as fair among employees. Ryan expressed his firm belief that the two tiers of Department Assistants, as recommended by the compensation consultant, would encourage and reward employees and lead to stronger performance and more successful employee retention.

**Further action regarding the Department Assistant II Job Description:** After examining the editing Anne and Hugh have given the draft, the PB made three changes, and PB members and ex officio attendees were asked to give any further suggestions directly to Anne. The Board will consider a new draft at the next PB meeting. In preparation for the meeting, members should compare the existing (2015) job description (to be titled "Department Assistant I Job Description") with the draft of "Department Assistant II Job Description." To assist in the implementation process, the two job descriptions should clearly show a difference in responsibilities. **Action:** As soon as possible, Anne will send a new draft of "Department Assistant II Job Description" to Sean Donahue for distribution to Department Heads and Department Assistants, with a cover note asking them to send Sheila additions or clarifications no later than February 11.

**Finance Director Stipend Description:**

Hugh will send his edits to Sean. The PB should look at new draft at its next meeting.

**New title for Library position:** The Library wishes to change the title of "Technical Services Librarian" to "Information Services Librarian." **Action:** Ryan will examine what also appears to be a change in the job description, and whether that requires further action.

**Topics for next meeting:**

- Resolve issues regarding the Classification and Compensation Schedule FY2021
- Consider new draft of “Department Assistant II Job Description.”
- Consider final draft of “Finance Director Stipend Description.”
- Library position title change.
- Town Clerk: Elected or Appointed?

**Meeting Adjourned:** 5:04 PM

**NEXT MEETING:** 7:30 AM, Friday, February 14, 2020, Town Hall

Respectfully submitted,  
Hugh Fortmiller