

PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES

FEBRUARY 14 /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, Nancy Settle-Murphy

Member absent: Abby Reip

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

Visitor: Karen Guzzardi, Department Assistant

Minutes of February 6, 2019: Nancy moved that the minutes be approved as written. Anne seconded the motion. **Voted:** Approved unanimously.

1. **Classification and Compensation Schedule:** Three versions of the Classification and Compensation Schedule were compared. Susan had developed a version with 14 steps and a version with 15 steps, both with salaries rounded to whole numbers. Jennifer had provided the schedule with salaries rounded to whole numbers slightly differently.

Sheila moved to accept the schedule with 14 steps. Nancy seconded the motion. **Voted unanimously.**

Jennifer's numbers will be used. The Classification and Compensation Schedule will go to the Select Board for approval.

2. **Department Assistant (I and II) job descriptions:** There was discussion about implementation of the new job description and the need to have each current department assistant's job thoroughly evaluated. The titles of Department Assistant I and II were thought to be confusing.

Hugh moved to change to title of Department Assistant II to Administrative Assistant. Sheila seconded the motion. **Voted unanimously.**

Sheila moved to accept the job description of Department Assistant II with the new title of Administrative Assistant as edited. Hugh seconded the motion. **Voted unanimously.**

3. **Finance Director Stipend Job Description:** Hugh's edits were reviewed.

Nancy moved to accept the Finance Director Stipend Duties as edited. Sheila seconded the motion. Voted **unanimously**.

4. **Technical Service Librarian and Information Systems Librarian:** It has been determined that these are two separate jobs. Both jobs have been placed on the Classification and Compensation Schedule.

Action Item: Ryan Ferrara and Sean Donahue will review the job descriptions and make appropriate changes to format and content so that they are in accord with the Town's job description template. The descriptions will be brought to our next meeting for a vote.

6.5. Town Clerk as an elected or appointed position:

Anne moved to change the Town Clerk position from an elected position to an appointed position. Nancy seconded the motion. Discussion followed.

Anne withdrew the motion, and it was tabled until the next meeting.

7.6. Per Diem Descriptions: For future discussion

Action Item: Sean will check current positions and determine which ones do not have job descriptions.

8.7. The Public hearing on the new Classification and Compensation Plan is on March 2nd.

Action Item: Sheila will post it as a PB meeting. Those attending should arrive at 7:00 PM.

NEXT MEETING: 7:30 AM Friday March 6th, Town Hall - Upstairs Meeting Room

Meeting Adjourned: 8:55 AM

9.8. List of Exhibits used:

- a. Agenda for 2/14/2020
- b. Minutes from 2/6/2020

- c. FY21 Proposed Class. and Comp. Schedule – 15 steps 2/12/2020 (Town Accountant's)
- d. FY21 Proposed Class. and Comp. Schedule – 15 steps 2/12/2020 (S. Bak's)
- e. FY21 Proposed Class. and Comp. Schedule – 14 steps 2/12/2020 (S. Bak's)
- f. Department Assistant II Proposed Job Description w/edits rec'd 2/7/2020
- g. Finance Director Stipend Proposed Job Description w/edits rec'd 2/8/2020
- h. Updated Technical Services Librarian Job Description rec'd 2/12/2020
- i. Updated Information Services Librarian Job Description rec'd 2/12/2020

Respectfully Submitted,

Anne McNeece