

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES**

**March 2, 2020
Morse/Hilberg Room, Town Hall, 29 Middle Road**

Meeting called to order: 7:10 PM

Members in attendance: Sheila Bauer (Chair), Hugh Fortmiller, Anne McNeece

Member absent: Abby Reip, Nancy Settle Murphy

Others Present:

- a) 3 members of the Boxborough Select Board (BSB): Wes Fowlks, Susan Bak, Maria Neyland
- b) Ryan Ferrara – Town Administrator; Sean Donahue – Assistant Town Administrator
- c) Paul Fillebrown - Fire Chief
- d) Ann Canfield
- e) John Markowitz
- f) Unidentified staff member of Littleton Cable TV

- 1) The meeting of the Personnel Board was called to order at 7:10 PM by Sheila Bauer
- 2) Maria Neyland, Chair of the Select Board, opened the public hearing at 7:30 PM
- 3) Sheila presented the changes made to the Classification and Compensation schedule as follows:

- a) The previous schedule had 9 steps; the updated schedule contains 14 steps. This change was made in order to provide more room for growth for Town employees.
- b) The job of Administrative Assistant was added. This was in response to the recommendation in the Employee Classification and Compensation Study completed by GovHR.
- c) The position of Information Services Librarian was added to the Classification and Compensation schedule.
- d) Changes to the Per Diem Schedule include a stipend for the Finance Director position

There was discussion about these various changes, including questions about why the Police Chief is receiving the Tech stipend and why the Finance Director job is an add-on

stipend rather than part of a single job description. There was also concern expressed about having two levels of Department Assistants in such a small group of employees and the process to be used in determining placement of employees on these two levels.

The meeting of the Personnel Board was adjourned at 8:12 PM.

List of Exhibits used:

- a. Agenda for Select Board Meeting 3/2/2020
- b. Letter from a town employee regarding administrative assistant position
- c. Rationale for recommending additional level for Administrative Assistants from GovHR.
- d. FY21 Proposed Classification and Compensation Schedule – 14 steps 2/12/2020
- e. Proposed FY21 Classification and Compensation schedule Per Diem and Intermittent Employees & Stipends

Respectfully Submitted,

Anne McNeece