



Town of Boxborough
Minutes of Public Meeting
APPROVED

BOARD/COMMITTEE: Personnel Board

MEETING DATE: July 11, 2023

TIME: 5:30 PM ET

PLACE: Morse/Hilberg Meeting Room, Town Hall

Members present: Lee Slade (Chair), Ellen Hickey, Allan MacLean

Members absent: Cheryl Mahoney (Clerk)

Others present: Rajon Hudson (Assistant Town Administrator), Becky Neville (FinCom liaison) Sheila Bauer (Associate Member), Peishan Bartley (Library Director)

Members of the public present: Lisa Oldham, John Fallon (representing the Boxborough News)

DISCUSSION ITEMS

1. Chair Lee Slade confirmed quorum in attendance and called the meeting to order at 5:32 PM.
2. Chair Slade provided opening comments, welcomed guests, briefly reviewed the agenda, and requested and received Board consent to move agenda item 10 to the top of the agenda and to move agenda item 11 before Item 7.
3. Slade provided a brief overview of the Board's plan to support the TA and ATA as they refresh job descriptions. The TA has elected to use the new format for consistency and clearer connection to the GovHR position grading system. ATA Hudson provided to the Board on July 10 updated job descriptions for the Library staff. At ATA Hudson's request, Library Chair Paishan Bartley attended the meeting to describe the roles and reporting responsibilities of the library staff.

ACTION: By Friday, July 28, Board members will individually provide tracked comments on the draft Library job descriptions for consolidation and forwarding to ATA Hudson.

4. Allan MacLean moved and Ellen Hickey seconded motion to approve minutes of meeting of June 13, 2023. Motion passed 3-0.

ACTION: Slade to finalize document name and forward with attachments to Town Clerk.

5. Assistant Town Administrator Hudson presented the enclosed written report and verbally noted several highlights, including:
 - Annual performance reviews have been completed for all Town employees.
 - The Fire Chief position remains unfilled and will be re-advertised. Captain Sean is serving as Interim Chief currently.
 - Recruiting continues to fill four vacancies.

6. Becky Neville, FinCom liaison, asked about the status of hiring a part-time Administrative Accounting Assistant to support the work of the FinCom. ATA Hudson responded that the Police Department Assistant in Finance should be available to provide this support. Hudson and Neville agreed to revisit this arrangement after trying it for a few months.
7. The Board has provided consolidated comments to ATA Hudson about the Fire Department job descriptions. In addition to two new positions, several changes to the Personnel Administration Plan proposed by the previous Fire Chief remain pending. After discussion, the Board agreed to defer proposing a warrant for Town vote on these items until the Annual Town Meeting in 2024.

ACTION: ATA Hudson to incorporate and reissue final job descriptions for which Slade and Hickey will independently confirm grades for discussion at the next meeting.

8. Slade distributed and discussed highlights of the updated 2023/2024 Personnel Board Work Plan. The Board and ATA Hudson concurred on the work plan.
9. Slade confirmed that the Board will support ATA Hudson as he conducts an annual Salary Study using available resources. Slade clarified the difference between a Compensation Study, which examines the overall system within which job descriptions are graded and salaries are set by the Town, and a Salary Study, which benchmarks current salaries against industry standards and comparable towns using available resources. Boxborough engaged a consultant to conduct a comprehensive Compensation Study in 2020, which resulted in significant changes to the Job Classification system that have been implemented. The Board will not be conducting a Compensation Study in the near future.

ACTION: The Board will work to implement the work plan, which will inform future meeting agendas.

10. Slade requested that ATA Hudson present at the August meeting on the Employee Performance Management and Annual Performance Reviews system.

ACTION: ATA and TA to present current processes and needed/planned updates to the Town's performance management system at August meeting.

11. ATA Hudson presented a progress update on the development of an Employee Engagement Survey. He requested Board feedback on the survey, which members agreed to provide directly to ATA Hudson by July 21.
12. MacLean provided a status update on policies. He and Chair Slade met with members of the now-sunsetted Policy Development Task Force to better understand the status of personnel-related policies. MacLean confirmed that most of the needed policies are in place and approved by the Select Board. A few policies have been drafted; completing these policies will be the near-term focus of the Board's policy efforts.

ACTION: MacLean will lead this effort, making regular progress reports and requests for Board input and approvals as needed.

13. Public Participation: There were no comments from the public.

14. There were no items of New Business:

15. Chair Slade confirmed the next meeting for August 8 at 5:30 pm in the Morse-Hilberg room.

ACTION: Clerk Mahoney to draft notice and agenda and forward to Chair Slade to review and post.

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16. With no other business before the Board, Hickey moved to adjourn, MacLean seconded. The motion passed 3-0 by voice vote. Chair Slade adjourned the meeting at 6:50 PM.

Respectfully submitted,

Lee Slade, Chair

Related Materials:

Minutes of the meeting of June 13, 2023. (Posted for approval)

ATA Report to the Personnel Board, July 11, 2023

Final job descriptions from Fire Department, for grading harmonization

2023/2024 Personnel Board Work Plan, d3.0