

**PERSONNEL BOARD
TOWN OF BOXBOROUGH
MEETING MINUTES**

September 15, 2020

Via Zoom conference room

Meeting called to order: 8:02 AM

Members in attendance: Susan Bak (Chair), Anne McNeece, Abby Reip, Sheila Bauer, Nancy Settle-Murphy

Other attendees: Ryan Ferrara, Town Administrator; Becky Neville, Finance Committee Liaison

Handouts:

1. Agenda for September 15, 2020
2. Minutes from July 14, 2020
3. Process for submitting a job description to the Personnel Board
4. CoA Coordinator Job Description Rev 010408
5. Community Services Coordinator Job Description 081214
6. List of Job Descriptions (Excel file)

Susan opened the meeting by confirming that all members had audible access to the Zoom meeting, as per the Governor's Baker's order

Minutes of July 14, 2020: Sheila **moved** that the minutes be approved as corrected. Nancy **seconded** the motion. Roll-call vote: Sheila Bauer voted aye, Anne McNeece voted aye, Abby Reip voted aye, Nancy Settle-Murphy voted aye, and Susan Bak voted aye. Approved unanimously.

Review Revised Job Descriptions – COA, Housing Board and Wellbeing Committees are meeting over the next couple of weeks to review the two proposed descriptions, after which the Personnel Board will be reviewing the proposed revised job descriptions. As of now, two 25-hour-a-week positions are being proposed. Both positions will begin to be posted within the next few days. Ryan asked whether Personnel Board members might want to participate in the interview process, depending on days/timing.

Town Hall turnover and exit interview Director CoA/Community Services and exit interview process. Typically, two members of the Personnel Board participate in conducting exit interviews, as was the case for Lauren Abraham, who recently resigned as Community Services Director. Lauren noted that the job had grown beyond 40 hours, especially given her work on multiple committees. Lauren recommended creating two part-time job descriptions, with responsibilities that complement each other and don't overlap.

Confirmed Priorities for FY'2021

- Personnel Plan update as necessary
- Survey other Towns for wage adjustment for FY2022 – need to wait for CPI-U data to come over the next few months to determine the three-year fiscal average
- Classification and Compensation Schedule update
- Job Descriptions:
 - Goal for coming year: Update, modify current job descriptions to follow consistent format and use current template. Susan and other volunteers from the Personnel Board will review existing job descriptions and revise to meet consistent format
 - Susan created an Excel sheet with all existing job descriptions
 - Propose that all job descriptions should be revised to follow a consistent format, level of detail, etc. over the next year.

Updates from Town Administrator:

- We have a new town website as of September 7; looking for feedback. Let Cheryl Mahoney know if any updates or additions need to be made.
- Slowly re-opening Town Hall as of this week, with entrance from West side. Departments will rotate office hours to maintain safe distances while serving the public. Website has current hours posted.
- Ryan is now in process of conducting job performance reviews for staff

Meeting Adjourned at 8:55 AM

Agenda items for next meeting include:

- Review proposed job descriptions for CoA Coordinator and Community Services Coordinator
- Determine whether CoA Coordinator is exempt position
- Review proposed job description template

NEXT MEETING: Tuesday October 6, 2020, at 7:30 AM Via Zoom conference room

Respectfully Submitted,

Nancy Settle-Murphy