

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**January 9, 2023 at 3:30 P.M.**  
**McAuliffe Hearing Room, 17 Common Street and through Zoom**  
**Meeting Minutes**

**Members present:** Barry Rubenstein, Chair; John Thorburn, Doriann Jasinski, Michelle Jones-Johnson  
Jason Malinowski

**Also present:** Mark Purple, Town Administrator/Personnel Director; Vanessa Hale, Assistant Town  
Administrator

**Call to Order**

Chair Rubenstein called the meeting to order at 3:30 P.M.

**Administrative Business**

**Approval of Minutes: November 30, 2022; December 16, 2022**

There were no revisions to the minutes. Ms. Jasinski made a motion to approve the November 30, 2022 and December 16, 2022 Personnel Board minutes as presented. Mr. Malinowski seconded. The motion passed all in favor (5-0-0).

**Chairs Report**

**Tuition Reimbursement**

Mr. Rubenstein informed the Board there have been no applications for tuition reimbursement at this time and most likely the Board will be returning the \$5,000 from their budget to the Town.

**Old Business**

**SAP Revisions**

Mr. Rubenstein summarized the current and past process for reclassifications. He reminded the Board that the recommended job descriptions have not been approved by the appointing authorities. Mr. Rubenstein made a motion that any job description approvals at this meeting be approved subject to subsequent approval by the appropriate appointing authority and, if any revisions are requested, the job descriptions must be resubmitted to the Personnel Board for approval. Mr. Malinowski seconded. The motion passed all in favor (5-0-0).

**Salary Schedule Implementation Reconciliation**

**Deputy Treasurer/Collector**

**Approval of Job Description**

Mr. Rubenstein clarified that this vote is to approve supplemental changes from the previous approval. Mr. Rubenstein made a motion to approve the Deputy Treasurer/Collector job description as presented in the packet. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

**Reclassification**

Mr. Rubenstein explained that the Collins Center recommended a reclassification to Job Grade 6 and noted Mr. Ballantine's letter of support submitted to the Board. Mr. Rubenstein made a motion to approve the reclassification of a Job Grade 4 to a Job Grade 6 for the Deputy Treasurer/Collector. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

**Business Administrator I – Youth & Family Services**

**Approval of Job Description**

Mr. Rubenstein made a motion to approve the job description for Business Administrator I at Youth and Family Services as presented in the packet. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

Reclassification

Mr. Rubenstein stated that the Business Administrator I position has been recommended for a Job Grade 4. Mr. Rubenstein made a motion to reclassify the Business Administrator I at Youth and Family Services as a Job Grade 4. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

Business Administrator I – Select Board

Approval of Job Description

Mr. Rubenstein stated there was an addendum to this job description and motioned to approve the job description for Business Administrator I at the Select Board. Ms. Jasinski seconded. The motion passed (4-0-1). Mr. Malinowski abstained.

Reclassification

Mr. Rubenstein stated that the Business Administrator I position has been recommended for a Job Grade 4. Mr. Rubenstein made a motion to reclassify the Business Administrator I position in the Select Board from Job Grade 3 to Job Grade 4. Ms. Jasinski seconded. The motion passed (4-0-1). Mr. Malinowski abstained.

Business Administrator II – Zoning Board of Appeals

Approval of Job Description

Mr. Malinowski requested an addendum from the Collins Center regarding this change. He felt this reclassification was similar to the Business Administrator I positions in the Select Board and Youth and Family Services. He added that moving forward, he would like to see consistency in the process and that all recommendations such as these be presented with an addendum. Mr. Malinowski added that he does not feel this position is different from a Business Administrator I job description. Mr. Rubenstein replied he felt the Collins Center recommendations should hold a majority of the weight. Mr. Rubenstein made a motion to approve the Business Administrator II job description for the Zoning Board of Appeals. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

Reclassification

Mr. Rubenstein made a motion to reclassify the Zoning Board of Appeals Business Administrator position II to Job Grade 5. Mr. Thorburn seconded. The motion passed all in favor (5-0-0).

Business Administrator II – Fire

Approval of Job Description

The Board discussed this position versus the Police Department Business Administrator position and the previous job scoring versus the Collins Center job scoring. Mr. Malinowski made a motion to approve the Business Administrator Fire Department job description with the addendum included in the packet. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

Reclassification

Mr. Malinowski asked that Ms. Aicardi from the Collins Center explain the reclassification as recommended. He felt there was little substance to support a two-step reclassification. He added that he would like to see consistency in how reclassifications are applied and asked that the Board wait to move this position to Grade 5 until Ms. Aicardi can attend to elaborate on such a move. Mr. Malinowski made a motion to reclassify the position to Business Administrator I (Schedule A, Grade 4) and leave open the possibility to reclassify this position to an A-5 after hearing from Ms. Aicardi, understanding this may not occur in this fiscal year. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

Library Supervisor

Approval of Job Description

Library Director Ryan Donovan explained this is a title change only. Mr. Rubenstein motioned to approve the Library Supervisor job description as included in the packet. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

#### Reclassification

Mr. Rubenstein made a motion to reclassify the Library Supervisor position to a Job Grade 4. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

#### Local Inspector

##### Reclassification

Mr. Rubenstein explained the changes the Board approved for the Nurse and Electrician positions and felt the Local Inspector fell into the same category. He added this position should be reclassified from a Job Grade 5 to a Job Grade 6. Mr. Malinowski asked that the Board consider a future per diem schedule for these positions. Mr. Rubenstein made a motion to reclassify the Local Inspector position to a Job Grade 6 in Schedule A. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

#### Police Dispatcher

##### Reclassification

Mr. Rubenstein explained that this part-time position was in Job Grade 3 and Schedule C and the Collins Center recommended a change to Job Grade 4 in Schedule A. Mr. Malinowski also reiterated his request for a future per diem schedule for this position. Mr. Rubenstein made a motion to reclassify the Police Dispatcher position from a Job Grade 3 in Schedule C to a Job Grade 4 in Schedule A. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

The Board discussed process options for the implementation of the reclassifications, the grid, and the 4% increase. The Board then discussed options for Town Meeting articles and the potential impact of a negative vote. Mr. Malinowski requested an encapsulating motion outlining implementation at the next meeting after an agreed framework. Mr. Rubenstein made a motion that those people with Board approved reclassifications, after receiving the approved increase, be placed in their new job grade and the grid step closest to but not below where their rate of pay would be. Ms. Jasinski seconded. The motion passed all in favor (5-0-0).

The Board discussed the implementation timeframe (7/1/2023 or 7/1/2024) and the cost of including the grid and salary schedule in the SAP. Mr. John Parent spoke in support of a 7/1/2023 implementation. The Board agreed to discuss warrant article options at the next meeting.

#### **Review On-Call payments under SAP Section 6(f)**

Mr. Parent summarized his research from similar towns and their handling of on-call payments, including Shrewsbury and Northborough. He explained the current on-call payment process and asked that forced on-call on holidays or vacation days be addressed in the future. The Board agreed to put this item on the next agenda to discuss potential wording for the warrant.

#### **Other Business**

None

#### **Public Comment**

None

#### **Board Calendar**

The Board agreed to meet on January 12, 2023, at 12:30 P.M.

**Adjournment**

Ms. Jasinski made a motion to adjourn the meeting at 4:46 P.M. Mr. Malinowski seconded the motion. The motion was unanimously approved (4-0-0).

Respectfully submitted by Katie Barry, Administrative Assistant

**Documents used at this meeting:**

- Draft Minutes: November 30, 2022; December 16, 2022
- Classification and Compensation Review, Collins Center, 10/2022
- Supplemental Memorandum, Classification and Compensation Review, Collins Center
- Memo from Brian Ballantine to Personnel Board 12.30.2022
- Draft Job Descriptions as outlined in agenda and accompanying documents
- Documents regarding On-Call Stipend, Facilities Department
- Original SAP Reclass Workup and Analysis Documentation
- Summary of SAP Cost Changes FY24