

Town of Southborough, Massachusetts
Meeting of the Personnel Board
January 12, 2023, at 12:30 P.M.
Public Safety Training Room, 32 Cordaville Road 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 12:30 P.M.

Old Business

FY24 Annual Increase

The Board agreed to their previous vote of a 4% increase for all SAP employees.

SAP Revisions

Salary Schedule Implementation Reconciliation

Mr. Malinowski explained that he had analyzed a potential system starting with a 3% increase as well as a grid implementation but there was no simple and fair way to implement both at the same time. Mr. Malinowski proposed an implementation plan based on the grid included in the packet with a 4% increase for SAP employees unless an employee is below the minimum or reclassified. The Board discussed the challenges to implementing the grid and the possibility of postponing until the fiscal year 2025 while approving a 4% increase for all SAP employees for the fiscal year 2024. Mr. Malinowski proposed that the Board set employees on a grid without pay parameters this spring in order to make the discussion more streamlined for implementation in the fiscal year 2025. The Board agreed.

Mr. Rubenstein moved that the Board rescind their prior votes to implement the grid system effective 7/1/23 and 1/1/24. Ms. Jasinski seconded. Mr. Malinowski requested the minutes show that the Board will work towards establishing the grid system for fiscal year 2025 using the files included in this meeting's packet as a preliminary point where employees would have fallen if a grid system had been put in effect for the fiscal year 2024. The motion passed all in favor (5-0-0) by roll call vote: Jasinski, aye; Malinowski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye. The Board asked Mr. Ballantine to create one final grid based on this vote.

Review On-Call payments under Section 6 (f)

Mr. Parent reviewed the memo included in the packet which outlined his proposed revision to Section 6 (f). The Board discussed potential rates with Mr. Parent and whether a daily rate versus a weekly rate is more applicable. Mr. Malinowski made a motion to eliminate any prior restriction that the Personnel Board had put on the application of Section 6 (f) of the SAP. Mr. Rubenstein seconded. The motion passed all in favor (5-0-0) by roll call vote: Jasinski, aye; Malinowski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye. Mr. Malinowski asked that the Board put this item on the next agenda to discuss increasing the rate above \$200 and adding the language that this relates to the Facilities Department in the bylaw for Town Meeting. The Board agreed to discuss the rate at the next meeting and that this section applies to the Facilities Department.

Other Business

None

Public Comment

None

Board Calendar

The Board agreed to meet on January 27, 2023, at 9:00 A.M. and February 10, 2023 at 9:00 A.M.

Adjournment

Ms. Jasinski made a motion to adjourn the meeting at 1:10 P.M. Mr. Rubenstein seconded the motion. The motion was unanimously approved (5-0-0). The motion passed all in favor (5-0-0) by roll call vote: Jasinski, aye; Malinowski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye

Respectfully submitted by Katie Barry, Business Administrator

Documents used at this meeting:

- Employee Grid -3% 01122023
- SAP Increase Analysis - January 2023
- Summary of SAP Cost Changes FY24 and accompanying grids
- Collins Center Recommended Grid Ranges and Implementation Spreadsheets
- Correspondence from John Parent re - SAP, Section 6-f