

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**January 27, 2023 at 9:00 A.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 9:06 A.M.

**Administrative Business**

**Approval of January 9, 2023 Minutes**

Mr. Malinowski asked that the minutes regarding the Fire Administrator reflect the vote of a change to Business Administrator I at Job Grade 4. The Board agreed. Mr. Malinowski asked to strike the references to Business Administrator II throughout the paragraph. Mr. Rubenstein made a motion to approve the January 9, 2023 minutes as amended. Ms. Jasinski seconded. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye.

**Chair's Report**

**Handbook Update**

Mr. Rubenstein stated that the Board had deferred this discussion due to the work that needed to be done for the salary study. He added that Town Counsel is reviewing the draft of the handbook the Board had given them and once Town Meeting is over, the Board will be able to refocus on this.

Mr. Rubenstein proposed the Board set a goal for 2023 to choose a standard format for all job descriptions. He suggested the Board then notify all department heads that job descriptions must be in the same format by the end of 2023. The Board agreed to discuss creating a process for this at a future meeting.

**Old Business**

**Youth and Family Services Clinician – Approval of Job Description**

Sarah Cassell, Youth and Family Services Director, outlined the ARPA-funded position. The Board discussed the ARPA funding ending in December of 2024 and moving this position into the SAP. The Board discussed when the position would become active (June 1<sup>st</sup> or immediately after Town Meeting). Mr. Malinowski asked to review with Labor Counsel when this position can start and make a motion regarding grading at the next meeting. Mr. Rubenstein made a motion to approve the job description for the Youth and Family Services Clinician. Mr. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye.

**Economic Development Coordinator– Approval of Job Description**

Robert Anderson, Chair of the EDC, explained the job description and the process for approval with the Select Board. He discussed the number of grants the position could potentially handle, the percentage of weekly work dedicated to the EDC versus grant writing and the process other boards and committees would need to take in order to make use of this position. Ms. Jasinski, Mr. Thorburn and Mr. Malinowski did not support the job description as written. Mr. Malinowski urged Mr. Anderson to work with Mr. Purple to adjust the job description and potentially find skills within the current staff to assist the EDC. Mr. Rubenstein made a motion to approve the job description for the EDC Coordinator. Ms. Jasinski

seconded. Ms. Jones-Johnson requested additional information and stated she would like to see more distinction around the amount of time allocated to EDC work versus grant administration work in the job description. Mr. Rubenstein withdrew his motion and asked to put this item back on the agenda for the February 10<sup>th</sup> meeting.

#### Administrative Assistant/Assistant Town Clerk – Approval of Job Description

Mr. Rubenstein gave an overview of the position and stated that the Town Clerk is requesting this title change in order for the current Administrative Assistant to swear people in when appointed to boards and committees. He added that with the number of swearing-in done in a year by the Town Clerk's Office, this would be less than 1% of the position's responsibilities. He added the Town Clerk will not allow an Administrative Assistant/Assistant Town Clerk to swear people in. The Board discussed what role and responsibility changes should warrant a title change. Mr. Rubenstein asked to have Town Counsel submit a legal opinion regarding any impediment for an Administrative Assistant/Assistant Town Clerk to swear people in and for the Board to speak with the Town Clerk regarding this compromise.

#### Election Workers and Schedule D Employees

Mr. Rubenstein explained that state law gave authority over compensation for Election Workers and Fire Department employees to the Select Board. Fire Chief Achilles and Town Clerk Hegarty have both agreed that it made sense to remove these positions from the SAP. Mr. Rubenstein made a motion to remove Election Workers and Schedule D from the SAP. Mr. Malinowski seconded. The motion passed all in favor (5-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Jones-Johnson, aye; Thorburn, aye; Rubenstein, aye.

Chief Achilles asked about the Business Administrator position in the Fire Department. The Board agreed the vote was for the position to be classified as a Business Administrator I. Mr. Malinowski stated the Board could not further discuss the matter as it was not on the agenda.

#### Section 11 Benefits

Mr. Malinowski explained his work with Labor Counsel regarding the proposed vacation policy and the option for existing employees to opt-in or stay with the current plan. Mr. Malinowski explained the vacation grid included in the packet. The Board discussed the benefits of moving toward the grid which included an increase in employee morale, more efficient employees as they would be able to take more time off to recharge, and the ability to better attract new candidates to positions. The Board discussed possible cons to the vacation policy which included fewer time employees will be in the office, offering too much vacation time to new employees, and offering more vacation time than the private sector.

Ms. Jones-Johnson left the meeting at 10:37 A.M.

Mr. Purple discussed the advantages to attract skilled new hires with an offer of three weeks' vacation and explained that most employees are looking for quality of life and choose flex time over overtime pay. Mr. Rubenstein outlined his concerns regarding the lack of service to residents if all employees had at least three weeks off and the potential financial impact. Mr. Malinowski suggested the Board work with Mr. Ballantine to understand the number of employees whom this change would impact and where they would fall in the grid. The Board agreed.

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

The Board discussed the memo from Mr. Parent as included in the packet. The Board agreed with the proposal in the memo as it is within the boundaries of the Personnel Board's parameters. Mr. Malinowski made a motion to approve and adopt the language for Section 6 (f) of the SAP as presented by Mr. Parent in his memo, subject to budgetary approvals by the Select Board and Advisory Committee to move this to

Town Meeting. Ms. Jasinski seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

**Other Business**

None

**Public Comment**

Ryan Donovan, Library Director suggested the Board invite employee representatives from the Working Group when Section 11 of the SAP is discussed next as they proposed the new vacation policy. He added that discussions were had today that a department head's insight or opinion would be helpful. The Board agreed to invite the Working Group to their February 10<sup>th</sup> meeting.

**Adjournment**

Mr. Malinowski made a motion to adjourn the meeting at 10:59 A.M. Mr. Thorburn seconded the motion. The motion was unanimously approved (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

Respectfully submitted by Katie Barry, Business Administrator

**Documents used at this meeting:**

- Draft Meeting Minutes, January 9, 2023
- Draft Job Description - Youth and Family Clinician
- Letter from Alan Belniak to Barry Rubenstein, regarding and including job description for FT Community Development Coordinator
- Letter from Jim Hegarty to Board and attachments
- Draft SAP for March 25, 2023 ATM
- Letter from Barry Rubenstein to Board dated 1.23.23 and attachments
- Letter to Barry Rubenstein from John Parent dated 1.24.23