

**Town of Southborough, Massachusetts**  
**Meeting of the Personnel Board**  
**February 10, 2023, at 9:00 A.M.**  
**McAuliffe Hearing Room, Town House, 17 Common Street, Southborough, MA**  
**Meeting Minutes**

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

**Call to Order**

Chair Rubenstein called the meeting to order at 9:02 A.M.

**Administrative Business**

Approval of January 27, 2023

Mr. Malinowski made a motion to approve the January 27, 2023 meeting minutes with the list of documents included. Ms. Jasinski seconded. The motion passed all in favor (4-0-0).

Expenditure Ledger

Mr. Rubenstein stated the Board has funds for employee development in the budget and Ms. Hale reached out to employees for training suggestions, receiving one response. He suggested the Board review this soon and reminded them there is a remaining balance due to the Collins Center for the salary study.

**Chair's Report**

Joint Meeting with Select Board

Mr. Rubenstein summarized his discussion with the Select Board at the joint meeting held on 2/7/2023.

**Assistant Town Administrator's Report**

Notice of Hires and Departures

Ms. Hale reviewed the new appointments to the SAP as included in the packet.

**Old Business**

SAP Revisions

Youth and Family Services Clinician - Classification

Mr. Rubenstein stated that he spoke with Ms. Aicardi and Mr. Purple after the Collins Center recommended the Youth and Family Services Clinician be classified as Job Grade 5. He stated all agreed to this recommendation. Mr. Malinowski made a motion to classify the Youth and Family Services Clinician as a Job Grade 5. Ms. Jasinski seconded. The motion passed all in favor (4-0-0).

Community Development Coordinator – Approval of Job Description

Rob Anderson, Chair of the EDC, spoke to the Board regarding a potential and adjustable 50/50 split of responsibilities for this role between grant writing and EDC work and the collaboration with the Select Board on the job description. The Board discussed objections and concerns with this job description. Julie Connelly, a member of the EDC, outlined the goals of the Committee and their recent accomplishments. Mr. Thorburn made a motion that the Board does not approve the job description and schedule for the Community Development Coordinator at this time. Mr. Malinowski seconded for discussion. Mr. Malinowski stated he would like to vote solely on the job description. Mr. Thorburn amended his motion to move that the Board does not approve the job description for the Community Development Coordinator. Mr. Malinowski seconded. The motion passed all in favor (4-0-0).

Economic Development Coordinator – Reclassification from Schedule C to Schedule A

Mr. Rubenstein stated the Collins Center recommended moving this position to Schedule A as Schedule C has been eliminated and that it be classified as a Job Grade 5. Mr. Rubenstein made a motion to move the Economic Development Coordinator currently in Schedule C to Schedule A at Job Grade 5. Mr.

Malinowski seconded. The motion passed all in favor (4-0-0). Mr. Malinowski recommended Mr. Anderson work with the appointing authority and Mr. Purple to move this position forward.

## Section 11

### Vacation

Mr. Malinowski outlined his process for creating the proposed vacation grid and concept as included in the packet. Mr. Malinowski made a motion that regardless of the framework the Personnel Board adopts moving forward, the Board will offer an option for existing employees to red-circle themselves and stay within the provisions provided in the current bylaw. Ms. Jasinski seconded for discussion. Mr. Malinowski explained his proposal which he felt would benefit all employees. Mr. Rubenstein noted his hesitancy to vote without knowing the scope of what was being proposed.

Jay Montijo, IT Manager, discussed his concerns with employees who currently have two weeks of vacation, but if hired after the Personnel Board vote to include private sector experience in consideration of vacation time upon hire, would have been granted three weeks of vacation. Mr. Malinowski replied that his proposal would be a solution beginning on July 1, 2024. Barbara Spiri, Business Administrator for the BOH and Assessor, asked about the impacts the proposal has on vacation accrual. Taylor West, Public Health Nurse, stated she negotiated with the Board for three weeks of vacation upon hire and asked the Board to clarify how this policy would look moving forward. Mr. Malinowski explained, and the Board discussed. Lori Esposito, Deputy Assessor agreed with the proposal and shared her concerns regarding future changes to the SAP and the impact on long-term employees. Mr. Malinowski explained the red-circle option for current employees. Katie Barry, Business Administrator, expressed her concerns with the future implementation of three weeks of vacation for employees currently with two weeks of vacation. The motion passed all in favor (4-0-0).

Mr. Malinowski made a motion with the understanding that the Personnel Board will work with Labor Counsel to draft language around red-circling current employees, and that the Personnel Board adopt the framework presented. Ms. Jasinski seconded. Mr. Malinowski summarized his framework and the Board discussed options. Melisa Danza, Conservation Agent, spoke about current vacation accrual and how it impacts the use of vacation time. Pam LeFrancois, Senior Center Director, spoke about anniversary dates and implementation. The motion passed all in favor (4-0-0).

### Sick Leave

Mr. Malinowski made a motion that all new employees hired on or after July 1, 2023, no longer be subject to sick leave payout at retirement. Ms. Jasinski seconded. The motion passed all in favor (4-0-0).

### Other SAP Updates

Mr. Rubenstein outlined the changes in the draft SAP as included in the packet. Mr. Malinowski asked the Board to discuss collaborating with Mr. Purple at each hiring this year in order to understand how placement on the pay scale may impact the new grid system for the following year.

### Town Meeting Presentation

Mr. Rubenstein reviewed the documents to make available at Town Meeting. Ms. Hale noted that a “clean” version of the revised SAP would be in the Warrant and there was consensus that there was not a need to have an additional “clean” version as a handout. A summary of proposed changes will be prepared for review by the Board at its next meeting.

## **Salary Schedule Implementation**

### Placement in Salary Schedule

Mr. Rubenstein made a motion that, effective July 1, 2024, any employee who falls under the minimum pay rate for his/her job grade after receiving the 4% annual increase, will be moved to that minimum pay rate. Mr. Malinowski seconded. The motion passed all in favor (4-0-0).

The Board agreed to meet remotely on February 27, 2023, at 10:30 A.M.

**Adjournment**

Mr. Malinowski made a motion to adjourn at 10:51 A.M. Ms. Jasinski seconded. The motion passed all in favor (4-0-0).

Respectfully submitted by Katie Barry, Business Administrator

**Documents used at this meeting:**

- Memo from Barry Rubenstein to Select Board dated 2.2.23
- SAP FY24\_track changes\_2823 and Section 11 edits
- Draft Meeting Minutes, January 27, 2023
- Personnel Board Expenditure Ledger
- Personnel Hiring and Departures 2/8/2023
- Community Development Coordinator Job Description
- EDC Coordinator Job Description
- Memo to Vanessa Hale from Mary Flanders Aicardi dated 2/3/2023
- Draft FY24 SAP with track changes