

**Town of Southborough, Massachusetts
Meeting of the Personnel Board
February 27, 2023, at 10:30 A.M.
Virtual through Zoom
Meeting Minutes**

Members present: Barry Rubenstein, Chair; Jason Malinowski, Doriann Jasinski, John Thorburn

Call to Order

Chair Rubenstein called the meeting to order at 10:31 A.M.

Administrative Business

Approval of Minutes: January 12, 2023; February 7, 2023; February 10, 2023

Mr. Malinowski asked that the January 12th minutes include the following sentence under SAP Revisions, “Mr. Malinowski explained that he had analyzed a potential system starting with a 3% increase as well as a grid implementation but there was not an easy or fair way to do both at the time.” The Board agreed. Mr. Malinowski asked that the February 7th minutes denote that Mr. Rubenstein started a presentation but a quorum was not met until 7:47 PM. Mr. Rubenstein made a motion to approve the January 12, 2023, February 7, 2023, and February 10, 2023 minutes as revised. Mr. Thorburn seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

Old Business

SAP Revisions, Section 11 - Vacation

The Board confirmed that Labor Counsel had not submitted an opinion for Mr. Malinowski’s proposed revisions to the SAP. Mr. Rubenstein stated he was not comfortable moving forward with any changes for this Town Meeting without Attorney Feodoroff’s approval. Mr. Malinowski agreed and felt there was time to make changes and get approval from Attorney Feodoroff before Town Meeting. Mr. Rubenstein outlined his reasons for not supporting Mr. Malinowski’s revisions. Mr. Malinowski reviewed his proposed changes for Section 11, including the addition of the sentence, “Employees hired on or after July 1, 2023, may only carry over two weeks’ vacation into a subsequent fiscal year,” and his revisions to the first two rows of the vacation schedule for employees. The Board discussed the implications of these changes including employee morale and retention, the ability to attract talent, the comparison of these benefits within the private sector, the complexity of implementation, and the possibility of waiting for a fall town meeting.

Mr. Malinowski made a motion to add the language, “Employees hired on or after July 1, 2023, shall only be allowed to carry over two weeks of vacation in one subsequent fiscal year,” into Section 11 of the SAP. Ms. Jasinski seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

Mr. Thorburn made a motion to adopt the revised vacation chart outlined in the packet for those with no prior experience, which includes the tiers, 0-2 years of employment receive two weeks of vacation; 2-7 years of employment receive three weeks of vacation; 7-15 years of employment receive four weeks; and 15+ years of employment receive five weeks of vacation. Mr. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

The Board discussed the challenges of revising the existing vacation schedule for those employees hired with three weeks of vacation. Mr. Rubenstein stated that he would like to hold off on implementing changes in the interest of simplicity. Mr. Malinowski suggested discussing a policy that could be put in place to address this in the near future. Mr. Thorburn made a motion to stay with the current vacation policy for those employees hired with three weeks of vacation and further examine updating the schedule

in the near future. Mr. Malinowski seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

Mr. Malinowski stated he will update the SAP with these changes and send it to Attorney Feodoroff for review. He added that after she has signed off on the SAP, he will recirculate it to the Board. Mr. Rubenstein thanked Mr. Malinowski for his diligent work on Section 11.

Other SAP Updates

The Board reviewed the clean version of the SAP and discussed other potential revisions. Mr. Rubenstein suggested Section 11b(2) be left as is and that the Youth and Family Services Clinician position become effective March 26, 2023, to enable them to hire someone as soon as possible after Town Meeting. The Board agreed. Mr. Rubenstein made a motion that the SAP be amended to add a double asterisk after the position of Youth and Family Clinician in Schedule A and read under the schedule, “**Effective March 26, 2023.” Ms. Jasinski seconded. The motion passed all in favor (4-0-0) by roll call vote: Malinowski, aye; Jasinski, aye; Thorburn, aye; Rubenstein, aye.

Town Meeting Presentation

The Board agreed to include the final revised SAP in the Town Meeting Warrant.

New Business

Approve revisions to Building Commissioner job description

Mr. Purple explained that he would like to revise the job description to aid in finding more candidates. He explained his proposal includes candidates who have a building inspector license with the ability to get a building commissioner license within a specific timeframe. He added that the Select Board plans to revoke this job description. The Board discussed these proposed changes as included in the packet. Mr. Malinowski asked Mr. Purple to work with the Select Board to convert this job description into the Collins Center template and Mr. Purple agreed. Mr. Thorburn made a motion to approve the Building Commissioner job description with a revision that in the special requirement section the words, “prior to being permanently appointed and,” be removed. 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

None

Board Calendar

The Board discussed their schedules and agreed to meet on March 31st at 9:00 AM.

Adjournment

Mr. Rubenstein made a motion to adjourn at 11:56 A.M. Mr. Thorburn seconded. The motion passed all in favor (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 12, 2023; February 7, 2023; February 10, 2023
- Draft SAP and redlined versions for Annual Town Meeting 2023
- Building Commissioner-Zoning Officer Job Description