

Office of the
PERSONNEL BOARD



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TOWN OF SHREWSBURY

**Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338**

Minutes Personnel Board Meeting February 16, 2022

Present: Anthony Froio, Natalie Corridan-Gregg
Also Present: Kristen Las, Christine Mattero, Kevin Mizikar

1. 8:30 AM Call to Order - Mr. Froio called the meeting to order at 8:31 AM.
Mr. Froio welcomed Christine Mattero to her first meeting with the Personnel Board as the newly appointed Human Resources Coordinator.
2. Review and act to accept meeting minutes – September 29, 2021
Mr. Froio noted two minor typographical changes to be made to the minutes, including changes to page 3, 2nd paragraph, 4 lines up reclassification of the HR Coordinator title and grade.
Motion to accept meeting minutes of September 29, 2021, by Ms. Corridan-Gregg,
Seconded by Mr. Froio, and unanimously approved.
3. Review and act to accept Fund Transfers detailed in Memorandum from Mary E. Thompson, Town Accountant
This item was deferred to the next meeting.
Ms. Las indicated that Amy Li was promoted to Town Accountant and that a retirement in October of 2022 was expected from the 2nd Assistant Town Manager position.
4. Classification Changes & New Position Job Analysis Questionnaires
Mr. Mizikar gave an overview, precursor to future meetings to take place in March or early April to enable final actions for Town Meeting. He advised that the preliminary budget had been issued and positions will be reclassified through the budget process.

A reclassification of the Deputy Fire Chief was discussed. The position is currently in grade 9. Mr. Mizikar believes it should be grade 10 as are higher level managers in DPW. The position also holds Emergency Management duties, management of 40 firefighters, and from a pay standpoint it is not competitive. Being in the upper quadrant of grade 10 would be more competitive from a salary standpoint. For example, Marlborough's Deputy Fire Chief position is \$110,000.00.

Ms. Corridan-Gregg and Mr. Froio advised that they agree with these three reasons for longevity, retention and internal and external equity..

If a reclassification of Assistant Civil Engineer in title only to fit industry standard is necessary was discussed. The engineering industry tends to refer to this position by the title of Senior Civil Engineer. Mr. Froio advised that this would be a Department Head title recommendation only as Assistant and Senior are interchangeable in the industry and a full reclassification would not be necessary.

A discussion then ensued on the evolution in Public Works where the reclassification of Parks & Recreation Department has become evident. Mr. Mizikar proposed that Ms. Angela Snell transition from Superintendent of Public Facilities and Parks to a similar but not exact position to Director of Parks and Recreation to also handle energy efficiency & climate resiliency. In the past the Town has only used fees to fund the programs. During the pandemic it became evident that free activities and community involvement were needed and wanted. But without fee funding programs could not be enhanced, some could not continue, and employees had to be furloughed. Programs are anemic and a Town the size of Shrewsbury should be able to provide more. The needs of the Town have changed over time. Ms. Corridan-Gregg acknowledged there were negatives that were brought on by the pandemic but spoke on the positives she was hearing in this conversation. This shift in a Director change is a positive reaction to what the Town needs, and what the Town needs has to be the priority. The necessity of direct service to Townspeople and children is evident, and funding for programs. The goal is to do better and Parks & Recreation, energy efficiency, and climate resiliency will be prioritized under the direction of Ms. Snell.

Mr. Mizikar advised that with this proposed change Cemetery, Facilities will remain under DPW.

Mr. Froio acknowledged that the DPW Director and Mrs. Snell has done tremendous work over the years and that the makeup of the DPW was thought to be the right fit at the time. But he and Ms. Corridan-Gregg commended the administration for seeing where change is needed and pressing forward with what has come to the forefront of importance for the people and children of the Town.

Timing is important before Town Meeting.

5. FY 2023 Work Plan

a. Personnel Bylaw

1. Military Leave. State enacted the “Brave Act.”

Mr. Mizikar gave a summary of the current Military by-law and Brave Act. Including wage difference being paid while deployed and maintained accrual. A Lieutenant in the Police Department inquired as well as the Veterans Services Director if the Law must be approved by the local government.

Mr. Mizikar advised how positions are currently back filled with deployment and how many employees will be affected by adoption.

Mr. Froio reviewed the wording of the Brave Act.

2. Sick leave to be used for personal incapacity.

Mr. Mizikar reviewed in the wording of the by-law it is unable to be used for family members, so called “family sick.” Sick Leave plans offer 80% for short term disability after 5 days. The yearly accrual of five sick days is allotted to Full-time employees. They can cash in unused sick days or roll over days to vacation at the end of the year. Budget wise the cost is approximately \$50,000.00.

Ms. Corridan-Gregg reviewed the concept of corporate “paid time off”, sick and personal combined, vacation time and short term disability.

Mr. Froio reviewed FMLA utility and work from home as well as the privilege of the sick leave plans benefit.

Mr. Mizikar reviewed the accrual of sick days.

- b. Cost of Living Adjustment - Town meeting approval needed. We have seen 44 towns commit, on average in a 2.3% range. Considering the factors of inflation, a social security increase, Mr. Mizikar projected it at above 2%, possibly 2 ¼ or 2.3 or 3% including the performance based appraisal system.

Mr. Froio indicated we historically justify a COLA increase, internal & external. In asking the question, what does this board use to evaluate? Typical evidence: Cost of living, what are competitors doing, retention and where are we with bargaining units. Is there makeup needed from years past? What has Franklin, Danvers, and other comparable and surrounding municipalities done?

Mr. Froio advised on next steps. Data is still needed and the final percentage will need to include COLA & Performance.

Ms. Corridan-Gregg provided a summary of bonuses where COLA does not exist. The rating system for performance. The system of the top tier receiving a higher percentage, the middle with slightly less and the bottom with 0 but with coaching

on how to do better. Top 2% of performers receive recognition for “doing a great job”.

Mr. Mizikar & Mr. Froio reiterated the commitment to stay true to the performance based appraisal system and COLA, which will be guided by the budget and all criteria will be examined. Ms. Las added that the focus should be on COLA and moving the band within our compensation schedule on performance.

6. Town Manager’s Report

a. Union Updates

Police - Patrolmen & Lt and Sergeants.

Topics of discussion include Pandemic pay, bargaining, body cameras, civil service.

Dispatchers (9) - It is the desire of dispatchers to change affiliations.

Topics of discussion, moving to unify dispatch to Fire & Police and reporting status of dispatchers.

Mr. Froio reviewed Personnel Board members observing dispatch during all shifts and recognized current challenges and skills.

b. Employee Goal Setting - Mr. Mizikar advised employee goal setting is underway. Ms. Ordnung worked with many employees prior to her leave of absence.

c. Performance Appraisal System - In relation to Performance Based Appraisal it was discussed that it is still very new and those involved are figuring out how to attain ranking and performance, and that this is the first time Mr. Mizikar and Department Heads will be rating employees. Ms. Corridan-Gregg offered to assist in the learning curve and hold workshops to provide advice on how it works in the private sector. This idea was very well received.

Timing of Personnel Board actions for Town Meeting was discussed.

7. Adjourn - Motion to adjourn the meeting by Ms. Corridan-Gregg, Seconded by Mr. Froio, and unanimously approved. Meeting adjourned at 9:39 AM.

Referenced Materials

FY 2022 Classification and Compensation Schedule

Job Analysis Questionnaire

Fund Transfer documents

Respectfully submitted,
Christine Mattero