



## TOWN OF SHREWSBURY

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

### Minutes Personnel Board Meeting April 6, 2022

**Present:** Mr. Anthony Froio, Chair, Mr. Robert Cashman, Ms. Natalie Corridan-Gregg  
**Also Present:** Mr. Kevin Mizikar, Town Manager, Ms. Taylor Galusha, Principal Department Assistant

#### 1. 8:30 AM Call to Order

Mr. Froio called the meeting to order at 8:30 AM.

#### 2. Review and act to accept meeting minutes – February 16, 2022

Mr. Froio noted minor typographical changes to be made to the minutes.

On a motion by Ms. Corridan-Gregg, seconded by Mr. Cashman, the Personnel Board unanimously voted to approve the minutes of February 16, 2022 with the amendments made by this meeting.

#### 3. Review and Act on classification changes & new position Job Analysis Questionnaires

##### a. Deputy Fire Chief Classification and Job Analysis Questionnaire (JAQ)

Fire Chief Jim Vuona was present along with Mr. Mizikar to summarize the request for classification change and the JAQ for the Deputy Fire Chief Position in the Town of Shrewsbury. The purpose of this change is to enable enhanced Emergency Management Planning and Response by integrating responsibilities into the role of the Deputy Fire Chief. This would also change the current grade of the position from Grade 9 to Grade 10.

The Personnel Board asked Chief Vuona how much time current Deputy Fire Chief Seth Colby dedicated to Emergency Management and Chief Vuona advised the Board that he spends 20% or more of his time dedicated to Emergency Management due to COVID-19. They also asked Mr. Mizikar if this Deputy Fire Chief position aligns with the Grade 10 evaluation.

Mr. Mizikar noted that it does because of the requirements being shifted to a Bachelor's Degree and giving the individual in that position a higher level of discretion for decision making and responsibility.

The Personnel Board also inquired what the downsides of this merge of position would be. Chief Vuona noted that they have not had an Emergency Manager position separate from the Deputy Chief in recent years and they do not see any downsides as a Fire Department. He noted that their MEMA (Massachusetts Emergency Management Agency) Representative in the past had suggested this change. The combined position has impacted department activities for the current Deputy Fire Chief because of COVID-19 Testing, but some other paramedics and firefighters have been trained for testing and they are hoping the workload decreases as we come out of the pandemic. Mr. Mizikar and Chief Vuona also noted that they have kept the sub-pieces of the job description separate from the Deputy Fire Chief so it does not become unclear in the future as the responsibilities evolve.

On a motion by Mr. Froio, seconded by Mr. Cashman, the Personnel Board unanimously voted to reclassify the position of Deputy Fire Chief as proposed and discussed from a current Grade 9 position to a current Grade 10 position.

**b. Director of Parks and Recreation - New Position Classification**

Superintendent of Public Facilities and Parks, Angela Snell was present along with Mr. Mizikar to summarize the request for a new position to be classified; Director of Parks and Recreation. The purpose of this new position is to lead a stand alone department focused on Parks and Recreation activities, events, and asset utilization coordination. This position would be classified as a current Grade 9 position.

Ms. Snell and Mr. Mizikar discussed the conversations they had a few years ago surrounding the incorporation of recreation into the Department of Public Works, but they have found that the separation is needed to be able to return Parks and Recreation to its former prominence in Town. Ms. Snell also noted that the Town and residents deserve a full time Parks and Recreation Director to organize events for the Town and improve the quality of life for residents.

The Personnel Board asked how separating Parks and Recreation from the DPW would allow the organization to meet the goals and relieve burdens they currently face. Ms. Snell noted that the maintenance side of Parks would remain with the DPW and that this stand alone department would be able to support and aid volunteers and organizations in Town utilizing the parks and hosting activities. It would also allow them to focus where people go to address these needs. She also added that the Parks and Cemetery Division Manager would remain in DPW to do maintenance and then there would be the Parks and Recreation Department that would be more of the operational side to focus on community event management, sports groups, and other activities in Town.

The Personnel Board inquired about the experience/degree requirements of the position and Ms. Snell noted that experience level is used as an equivalent to a 4 year degree as well.

On a motion by Mr. Cashman, seconded by Ms. Corridan-Gregg, the Personnel Board unanimously voted to approve the classification of the new position of Director of Parks and Recreation to a current Grade 9 classification.

**c. Program Manager - New Position Classification**

Ms. Snell and Mr. Mizikar were joined by Mr. Jeffrey Howland, Director of the Department of Public Works, and Mr. David Snowdon, DPW Business Management Division Manager to discuss the new position of Program Manager. The purpose of this new position is to create a position to provide for the leadership of various programs and business lines in Town, specifically the Cemetery and Solid Waste. The Program Manager will be a current Grade 6 position. One will be Program Manager - Solid Waste and the other will be Program Manager - Cemetery.

The Personnel Board inquired if this will be a duplication of work or take work away from others. Ms. Snell noted that the Program Manager - Cemetery would focus on the legal aspect, maintenance, lot sales and other aspects of coordination with funeral homes. Mr. Mizikar added that the Town runs various business lines and a lot of these have been designated to others to pick up responsibilities on a day to day basis and havin a program manager to specifically oversee this.

Mr. Snowdon added that there is a difference between communication and putting out information - the Program Manager - Solid Waste will allow for better support of the current services and potential expansion of the program in the future to benefit residents. This will also allow for better response to residents and for them to be in direct communication with the hauler throughout the day.

On a motion by Mr. Cashman, seconded by Ms. Corridan-Gregg, the Personnel Board unanimously voted to approve the classification of the new positions of Program Manager - Cemetery and Program Manager - Solid Waste to a current Grade 6 classification.

**d. Assistant Director of Public Works - New Position Classification**

Mr. Howland and Mr. Mizikar provided an overview of this new position. The purpose of this position is to support the DPW Director by providing a lead manager to support operations, oversight, and dedicate a management level position to focus on the Town's reduction of greenhouse gasses and climate resiliency. Mr. Mizikar also noted that the Town is seeking funding from Town Meeting this May to develop a climate action and resiliency plan.

Mr. Howland noted that there are currently 14 divisions in the DPW (some major and some within other divisions) and operations are a key part of DPW. Having an individual to oversee/assist the director to oversee the operations will allow the Department as a whole to become more proactive instead of reactive and begin to build out a 4 to 5 year plan for the Department going forward.

On a motion by Mr. Cashman, seconded by Ms. Corridan-Gregg, the Personnel Board unanimously voted to approve the classification of the new position of Assistant Director of Public Works to a current Grade 10 classification.

#### **4. FY 2023 Work Plan**

##### **a. Personnel Bylaw**

Referencing the Brave Act and Veteran's time discussed previously, Mr. Mizikar noted that when the State of Massachusetts changed the related law, they also compelled municipalities to do so as well. Because of this, the Town does not need to change our own bylaws as the state law supersedes our bylaws. Included in this change, the Town will be compelled to pay deployed individuals' wages for the first 30 days as if they were currently working in the Town, and then they are compelled to make up the difference between their wages paid as a Town employee and their wages paid in the Military.

The second consideration the Personnel Board was considering was the extension of family and sick leave to the care of other family members. Mr. Mizikar noted that they have not had the opportunity to work with the counsel to adjust the sick leave bylaw of the Town. If an individual misses more than 5 days for sick leave then they utilize temporary disability leave. These changes will be moved to the next fiscal year.

##### **b. Cost of Living Adjustment**

Mr. Mizikar noted that there has not been a lot of changes regarding the COLAs of other individual Towns. Mr. Mizikar is recommending that they proceed with a 2% COLA for the Town, which is very standard in municipalities and most common right now. The Personnel Board members also discussed the full compensation Employees receive with Health Insurance Coverage and other benefits. Mr. Mizikar noted that a final vote on the 2% COLA will need to be made prior to June 30, 2022 and then additional actions may be required depending on if a position is part of a Union.

#### **5. Town Manager's Report**

##### **a. Union Updates**

Mr. Mizikar noted that tentative agreements have been reached with the Patrol Officer and Superior Officer unions that have contracts that expire on June 30, 2022.

The Patrol Officer Union Agreement has been fairly basic. 3%/3%/3% wage adjustment each year - this factors in a salary study for each year. The Town negotiated the ability for body cameras, enhanced tasers, and defibrillators (AEDs). There is also flexibility for the Police Chief on how he can schedule and assign officers for shifts.

The Superior Officers Union Agreement (including 3 Lieutenants and 9 Sergeants) has two different wage scales: Sergeants will take on a training aspect role for the organization, both role call and specialized training, 4.5%/3%/3% based on the compensation adjustment, and they will also be subject to the AEDs, body cameras, and enhanced tasers as mentioned previously. The Lieutenants will receive a 10% increase for the first year as they were far off from other comparable communities for salaries. Our comparable communities show salaries of the upper \$109,000 to \$110,000, where in Shrewsbury they are at \$95,000.

**b. Performance Appraisal System**

Mr. Mizikar noted that the Town is wrapping up its first complete year of the performance appraisal system. Annual reviews are currently being completed by Department Heads. He also thanked Ms. Corridan-Gregg for spending time with the Department Heads on performance reviews and helping employees find career growth and development in the future. The Personnel Board noted that this is great for retention of the best and brightest employees the Town has.

**6. Review and act on the Personnel Board's 2021 Annual Report**

On a motion by Mr. Cashman, seconded by Ms. Corridan-Gregg, the Personnel Board unanimously voted to approve the Personnel Board's 2021 Annual Report as written.

**7. Adjourn**

On a motion by Mr. Cashman, seconded by Ms. Corridan-Gregg, the Personnel Board unanimously voted to adjourn at 9:52 AM.

Respectfully Submitted,



Taylor M. Galusha

Referenced Materials

FY 2022 Classification and Compensation Schedule  
Job Analysis Questionnaire  
Personnel Board 2021 Annual Report