



## TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5398

### Minutes Personnel Board Meeting May 22, 2020

Present: Theresa Flynn, Anthony Froio & Robert Cashman

Also Present Kevin Mizikar, Kristen Las, Kristina Anderson

Ms. Flynn called the meeting to order in Google Hangout at 8:32 AM using an agenda and meeting notice dated May 18, 2020.

The Board discussed the Open Meeting Law Violation, and discussed how to respond to the complainant and how to ensure that a violation will not occur in the future.

Mr. Froio discussed the Personnel Bylaw amendments, stating that the changes were definitional to align with the Classification and Compensation study.

M. Flynn inquired about the status and timing of Town Meeting. Mr. Mizikar responded that the Town needed to information on State Aid, as it is the Town's second largest revenue source. Mr. Mizikar further explained that the Town would continue with 1/12<sup>th</sup> budgeting until numbers for state aid come in.

Due to the uncertainty in timing of Town Meeting, the board agreed to meet again before Town Meeting in order to vote on a COLA at that time. Mr. Mizikar noted that department heads had agreed on a wage freeze to begin July 1, 2020. He further explained that he was working with all of the unions on negotiating FY 21 increases in order to prevent furloughs or layoffs. The strategy is to prevent furloughs by halting wage and COLA increases town wide. There was no formal vote taken on COLAS.

Mr. Mizikar discussed the need for a financial manager to monitor the CARES Act, and noted that a temporary hire would be made to an individual with municipal budgeting experience. Mr. Mizikar also stated that the Town has been successful in the transition to the remote working environment, citing the use of Google Suite, DocuSign, Virtual Private Network, Firewalls, and an IP based phone system aiding the success of the staff.

The Board had a roll call vote and unanimously voted to adjourn the meeting at 9:13 AM.

Minutes  
Personnel Board  
May 22, 2020  
Page 2 of 2

Respectfully Submitted,

Kristina B. Anderson  
Assistant to the Town Manager  
Human Resources Coordinator

Referenced Materials  
Meeting notice May 18, 2020