

**February 29, 2024**  
**Gala Meeting Room & Zoom**  
**Televised on Foxborough Cable Access**  
**6:00 PM**

**Committee Members in attendance:**

Gary Whitehouse, Scott Yankee & Carrie Weston

**Staff in attendance:**

Paige Eppolito, HR Director

**Staff in attendance via zoom:**

Katie Lang, Executive Assistant

**PERSONNEL BOARD MEETING WAS RECORDED AND BROADCAST BY FOXBORO CABLE ACCESS ON  
GOVERNMENT CHANNEL 22/38 AND AT FCATv.org/liv**

The meeting was called to order at 6:00 PM.

Gary – Approving the minutes from November 14, 2023.

Carrie – Motion to approve, 2<sup>nd</sup> by Scott.

Gary – Approved

Paige - Looking at the Non-Union Pay Scale. Looking to add a 15 Year step which is just like Steelworkers, Library, Fire, and DPW. Police has a 20 Year step. This is a time spent. 2% higher than the step 10 for the FY25.

Gary – How were the numbers determined?

Paige – Just duplicating what the other unions have and putting to the non-union. I can do exact numbers and bring that back but it's just a match. You would stay at step 10 from year 11 to 14 and then move to the 15 year step at year 15.

Carrie – Steelworkers have a step 12.

Scott – A good way to retain people.

Carrie – Seems low.

Scott – Motion to approve the addition of the Step 15, 2<sup>nd</sup> by Carrie.

Gary – Approved.

Paige – Original scale went from a Grade 6 to a Grade 8 so we added a Grade 7. We would like to move the Executive Assistant to that new Grade 7. With the recognition of the Town Manager Office, this role now handles the Town Manager, Human Resources Director and the Select Board. With salary comps for roles that handle these tasks, they were higher than our Grade 6. We secured a Communications Specialist who will come in as a Grade 5. The Executive Director is Katie Lang.

Scott – Proposal to go to?

Paige – Recommend a Grade 7, Step 7.

Carrie – Why is Grade 6 to a 7 a different percentage?

Paige – They all have different percentages. It would be nice to have uniform.

Scott – The Grade 7 needs to be more in between a Grade 6 and Grade 8.

Paige – That can be reworked.

Carrie – Comfortable to move the role but I think the chart needs to be more uniform.

Scott – Just the early steps need to be reworked.

Paige – The percentages can be trued up and evened with some benchmarking.

Gary – Just want to be competitive.

Scott – Motion to approve for this role, 2<sup>nd</sup> by Carrie.

Carrie – So this will move the position and you can slot her where needed.

Gary – Approved.

Scott – Motion to adjourn.

Carrie – 2<sup>nd</sup>.

Gary – All in favor.

All Yes.

Gary – meeting adjourned.