



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
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PERSONNEL BOARD MEETING MINUTES – March 16, 2010 @ 7:00 PM

- MEMBERS PRESENT:** Virginia Simms George, Chair
Charles Frankian
Susan LaDue, Clerk
- OTHERS PRESENT:** John Coderre, Town Administrator
Kimberly Hood, Assistant Town Administrator

The meeting was called to order at 7:05 PM.

Approval of Minutes

- C. Frankian moved the Board accept the minutes of the March 31, 2009 Personnel Board Meeting as presented; seconded by S. LaDue; approved unanimously.

Classification of New Finance Director Position

The Assistant Town Administrator presented a draft Finance Director position for discussion and review. The Board discussed amending the experience requirement from “five to seven years” as written under “Minimum Training and Experience” to read “at least seven years experience.”

- C. Frankian moved the Board accept the Finance Director Position Description as amended; seconded by S. LaDue; approved unanimously.

The Assistant Town Administrator reviewed the preliminary point factor evaluation.

- S. LaDue moved the Board classify the Finance Director Position at Grade I; seconded by C. Frankian; approved unanimously.

Review of Personnel Bylaw Amendments for Annual Town Meeting

The Assistant Town Administrator reviewed the handout for Article 38 on the 2010 Annual Town Meeting Warrant, which included the proposed amendments to the Consolidated Personnel Bylaw 1-64:



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1. Adoption of the General Compensation scale in 1-64-350 Schedule B. The proposed change is a 3% increase in compensation rates for non-union municipal employee positions effective July 1, 2010. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY11 as required by the Town Personnel Bylaw.
 2. Classification of the Finance Director Position: The new position of Finance Director was classified as a Grade I position by the Personnel Board. The Treasurer-Collector will assume the role and title of Finance Director under a reorganization of the Town's Financial Offices.
- S. LaDue moved the Board accept the Consolidated Personnel Bylaw as presented; seconded by C. Frankian; approved unanimously. *

Adjournment – 8:30 p.m.

There being no further business before the Board, S. LaDue moved to adjourn; C. Frankian seconded the motion; approved unanimously.

Respectfully Submitted,

Kimberly A. Hood
Assistant Town Administrator

* An amendment on Town Meeting Floor adjusted the Schedule B rates to a 2.5% increase for July 1, 2010 based on the Town and Dispatchers' Union reaching a 3-year agreement on April 22, 2010. The Dispatchers agreed to a 2% increase on July 1, 2010, which reduced the average of the union contracts to 2.5%.