



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
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PERSONNEL BOARD MEETING MINUTES – March 18, 2013 @ 7:00 PM

MEMBERS PRESENT: Virginia Simms George, Chair
Charles Frankian
Susan LaDue, Clerk
Ann Levenson

OTHERS PRESENT: Kimberly Foster, Assistant Town Administrator

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

Approval of Minutes

- S. LaDue moved the Board accept the minutes of the March 27, 2012 Personnel Board Meeting as presented; seconded by A. Levenson; approved unanimously.

Classification of New Highway/Parks/Cemetery Superintendent and Water and Sewer Superintendent Positions

The Assistant Town Administrator presented draft Highway/Parks/Cemetery Superintendent and Water & Sewer Superintendent position descriptions for discussion and review. She explained that the creation of these positions was a recommendation of a formal review of the DPW. Specifically, the formal structure of the Department no longer represents the day-to-day operations and structure; formal reorganization would allow form to follow function so the department can effectively meet its growing service demands.

- S. LaDue moved the Board accept the Highway/Parks/Cemetery Superintendent and Water & Sewer Superintendent position descriptions as presented; seconded by A. Levenson; approved unanimously.



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The Assistant Town Administrator reviewed the preliminary point factor evaluations for the positions.

- C. Frankian moved the Board classify the Highway/Parks/Cemetery Superintendent and Water & Sewer Superintendent positions at Grade F; seconded by S. LaDue; approved unanimously.

Adjournment – 8:05 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. Foster
Assistant Town Administrator