



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
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PERSONNEL BOARD MEETING MINUTES – March 22, 2011 @ 7:00 PM

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

OTHERS PRESENT: Kimberly Hood, Assistant Town Administrator
Dawn Rand, Board of Selectmen Liaison

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

Virginia Simms George welcomed and introduced Ann Levenson, a recent appointee to the Board.

Approval of Minutes

- S. LaDue moved the Board accept the minutes of the March 16, 2010 Personnel Board Meeting as presented; seconded by A. Levenson; approved unanimously.

Classification of New Recreation Supervisor Position

The Assistant Town Administrator presented a draft Recreation Supervisor position description for discussion and review. She explained that the Recreation Department has been extremely successful and if it continues to add programming and could sustain another position, it may be beneficial to add a Program Supervisor to the staff. If this position were filled, it would be funded through revenue from the Department's fees

- S. LaDue moved the Board accept the Recreation Supervisor Position Description as presented; seconded by A. Levenson; approved unanimously.

The Assistant Town Administrator reviewed the preliminary point factor evaluation.

- S. LaDue moved the Board classify the Recreation Supervisor Position at Grade B; seconded by A. Levenson; approved unanimously.



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Review of Personnel Bylaw Amendments for Annual Town Meeting

The Assistant Town Administrator reviewed the handout for Article 37 on the 2011 Annual Town Meeting Warrant, which included the proposed amendments to the Consolidated Personnel Bylaw 1-64:

1. Adoption of the General Compensation scale in 1-64-350 Schedule B. The proposed change is a 1% increase in compensation rates for non-union municipal employee positions effective July 1, 2011. The proposed increase is consistent with the average increase of the Town's collective bargaining units for FY2012 as required by the Town Personnel Bylaw.
 2. Classification of the Recreation Program Supervisor Position in 1-64-340 Schedule A. The new position of Recreation Program Supervisor was classified as a Grade B position by the Personnel Board.
- C. Frankian moved the Board accept the Consolidated Personnel Bylaw as presented; seconded by S. LaDue; approved unanimously.

Adjournment – 7:40 p.m.

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

Respectfully Submitted,

Kimberly A. Hood
Assistant Town Administrator