



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 27, 2012 @ 6:00 PM

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

OTHERS PRESENT: Kimberly Hood, Assistant Town Administrator
Jeff Amberson, Board of Selectmen Liaison

The meeting was called to order at 6:10 PM.

Approval of Minutes

- S. LaDue moved the Board accept the minutes of the March 22, 2011 Personnel Board Meeting as presented; seconded by A. Levenson; approved unanimously.

Classification of New Conservation Agent Position

The Assistant Town Administrator presented a draft Conservation Agent position description for discussion and review. She explained that the Town Engineer has absorbed many of the Conservation Agent duties since the elimination of the Assistant Town Engineer position in 2004. Classification of a dedicated Conservation Agent was sought due to the increased workload in the Engineering Office.

- C. Frankian moved the Board accept the Conservation Agent 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 Conservation Agent Position at Grade C; seconded by C. Frankian; approved unanimously.



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Classification of New Shelter Coordinator Position

The Assistant Town Administrator presented a draft Shelter Coordinator position description for discussion and review. She explained that following the opening of an emergency shelter at the Senior Center to house and feed residents affected by the October 29, 2011 Nor'easter, the Town identified the need for a dedicated position to aid with planning, including recruitment and training of volunteers, for such future operations.

- C. Frankian moved the Board accept the Shelter Coordinator Position Description and approve a \$500 position stipend to be included under Schedule D, Miscellaneous Compensation of the Consolidated Personnel Bylaw; seconded by A. Levenson; approved unanimously.

Review of Personnel Bylaw Amendments for Annual Town Meeting

The Assistant Town Administrator reviewed the handout for Article 35 on the 2012 Annual Town Meeting Warrant, which included the proposed amendments to the Consolidated Personnel Bylaw 1-64.

- S. LaDue moved the Board accept the Consolidated Personnel Bylaw as presented; seconded by C. Frankian; approved unanimously.

Adjournment – 6:50 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