



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
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PERSONNEL BOARD MEETING MINUTES – April 16, 2014 @ 6:30 PM

MEMBERS PRESENT: Virginia Simms George, Chair
Susan LaDue, Clerk
Ann Levenson
Phil Lockwood

OTHERS PRESENT: Kimberly Foster, Assistant Town Administrator

The meeting was called to order at 6:35 PM.

Update on Staffing Committee

S. LaDue, the Personnel Board's representative on the Staffing Committee, provided an overview of the ad hoc committee's work to date that led to the March 19, 2014 Interim Report to the Selectmen. The report recommends that the Board of Selectmen release funding to engage a consultant to perform an in-depth staffing study of both the Police and Fire Departments. Once a consultant is able to provide additional information about these departments to the Committee, the Committee believes it will be able to make an informed recommendation to the Board of Selectmen.

Approval of Minutes

- S. LaDue moved the Board accept the minutes of the March 18, 2013 Personnel Board Meeting as presented; seconded by A. Levenson; approved 3-0-1 with Phil Lockwood (new member) abstaining.

Re-classification of the Building Inspector/Zoning Enforcement Officer Position

The Assistant Town Administrator presented a revised job description and a preliminary point factor evaluation for the Building Inspector/Zoning Enforcement Officer position for discussion and review.

- P. Lockwood moved the Board accept both the Building Inspector/Zoning Enforcement Officer position description as presented and the point factor evaluation



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reclassifying the position from a Grade F to Grade G; seconded by A. Levenson; approved unanimously.

Classification of a Program Coordinator Position

The Assistant Town Administrator presented a draft description for a new Program Coordinator position and a preliminary point factor evaluation of the position for the Board's discussion and review.

- A. Levenson moved the Board accept the position description and classify the Program Coordinator position at Grade A; seconded by P. Lockwood; approved unanimously.

Adjournment – 7:30 p.m.

There being no further business before the Board, P. Lockwood moved to adjourn; A. Levenson seconded the motion; approved unanimously.

Respectfully Submitted,

Kimberly A. Foster
Assistant Town Administrator