



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
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PERSONNEL BOARD MEETING MINUTES – April 11, 2017 @ 7:00 PM

MEMBERS PRESENT: Virginia Simms George, Chair
Charles Frankian
Susan LaDue
Lisa Studholme

OTHERS PRESENT: Kimberly Foster, 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 April 19, 2016 Personnel Board Meeting as presented; seconded by S. LaDue; approved unanimously.

Review of Personnel Bylaw Amendments for Annual Town Meeting

The Assistant Town Administrator reviewed the proposed amendments to the Consolidated Personnel Bylaw 1-64 as proposed in Article 36 of the 2017 Annual Town Meeting Warrant.

2% Non-Union Wage Increases:

In accordance with the Personnel Bylaw, the general wage increase for non-union staff is determined based on the average increase granted to union personnel. Each of the five municipal collective bargaining agreements (Police Patrol, Police Sergeants, Dispatchers, Fire and the Northborough Municipal Employee Association) provides for a 2% wage increase in fiscal 2018.

C. Frankian moved the Board accept the proposed non-union wage increase as presented; seconded by S. LaDue; approved unanimously.

Classification of a Deputy Fire Chief Position:

During FY2016 the Board of Selectmen's Ad Hoc Staffing Committee, with its Consultant, completed a comprehensive operational review and staffing analysis of the Fire Department. One key recommendation of the study was to move from a four to a five person shift configuration, which at the time, necessitated the hiring of three additional Firefighter/Paramedics. Two out of the three recommend hires were completed in FY2016 and FY2017, with the final position proposed to be filled in the second half of FY2018. Once complete, the new staffing configuration will result in improved Firefighter safety and emergency response. The final staffing recommendation from the study is to hire a Deputy Fire Chief at some point in the future, resources permitting.



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L. Studholme moved the Board accept the Deputy Fire Chief job description and classification as presented; seconded by C. Frankian; approved unanimously.

Special Police Officer Position:

At its July 18, 2016 meeting, the Board of Selectmen considered a proposal from Police Chief William Lyver to reinstate the position of Special Police Officer. A proposed job description was reviewed, with the wage range set on Schedule D consistent with the fiscal year base wage range for the unionized Patrol Officers.

C. Frankian moved the Board accept the Special Police Officer job description and classification as presented; seconded by L. Studholme; approved unanimously.

Library Page and Seasonal Staff Wage Increases (Schedule D – Non Merit-Based):

The proposed increase for the part-time temporary positions of Library Page Seasonal Staff A, B and C are being sought following the increase in the Massachusetts minimum wage rate. Legislation passed in 2014 resulted in incremental increases to the minimum wage, with the final increase, to \$11.00/hour, taking effect on January 1, 2017. Further, the ranges associated with these positions are not subject to regular increases, and were due for review. The seasonal staff hired by the Public Works Department as well as the Camp staff hired by the Recreation Department are examples of the hires who fall under these categories.

S. LaDue moved the Board accept the proposed Schedule D – Non Merit-Based wage increase as presented; seconded by L. Studholme; approved unanimously.

Adjournment – 8:05 p.m.

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

Respectfully Submitted,

Kimberly A. Foster
Assistant Town Administrator