

STAFFING COMMITTEE
MEETING MINUTES – December 4, 2013

1:00 p.m. – Selectmen’s Meeting Room, 63 Main Street, Northborough, MA

Members Present: Dawn Rand, Selectman
Bill Pantazis, Selectman
Elaine Kelly, Chair, Appropriations Committee
Richard Smith, Financial Planning Committee – arrived 1:10
Susan LaDue, Personnel Board
John Coderre, Town Administrator
Kimberly Foster, Assistant Town Administrator

Also Present: Jamie Terry, Health Agent
Fred Lonardo, Inspector of Buildings/Zoning Enforcement Officer

The meeting was called to order at 1:05 p.m.

Approval of Minutes

Mr. Pantazis moved the Committee vote to approve the minutes of the November 13, 2013 meeting; Ms. Kelly seconded the motion; all voted in favor.

Presentation by Health Agent Jamie Terry

Ms. Terry provided an overview of the various inspections, permits, complaint investigations/responses and plan reviews performed by the Health Agent/Board of Health. She distributed a handout detailing both the Building and Health permits and inspections conducted in calendar year 2012 and calendar year 2013 to date. She noted that the number of food establishments requiring inspections has increased by more than 50% since 2007, and at the current level, could be expected to consume about 75% of her time, based on Food and Drug Administration guidelines.

Ms. Terry indicated her support of the Building Inspector’s request for an additional full-time administrative assistant to be shared between the Building and Board of Health offices, and also requested an additional full-time inspector to maintain the current service level.

Following the presentation and several questions and comments from members of the Committee, Mr. Coderre reminded the Committee that in 2007 1.25 FTE of resources were added to the Health Department with the hiring of a full-time Health Agent (the position was previously a 10 hours/week position) and an increase in administrative support from .5 FTE to 1.0 FTE. He also noted that the inspectional fees, which are set based on a cost recovery model, were increased in 2008 following a detailed fee study.

Presentation by the Town Administrator RE Facilities Manager

Mr. Coderre discussed the need for a Facilities Manager to oversee the Town and K-8 Schools' physical plant. As the Committee heard from the Library and Senior Center Directors, currently, many of the routine and non-routine building maintenance matters are being handled by individual Department Heads. The Town and Schools would benefit from having someone with greater technical knowledge oversee and coordinate repairs of increasingly complex building systems, to develop and implement a preventive maintenance plan and to assist with capital planning, including establishing priorities for maintenance and repairs. Additionally, the position would assist in the procurement and oversight of building projects, the number of which have increased in recent years.

Mr. Coderre informed the Committee that the Facilities Manager job description included in the meeting packet already exists as part of the classification plan.

Discussion of Consultant Services

Mr. Coderre asked the Committee to consider any additional information it may need, or any clarification of information presented by Department Heads. The Committee agreed to discuss the potential need for consulting services/ a potential scope of services at its next meeting.

Next Meeting Date

The next meeting date will be Wednesday, December 11, 2013, at 1:00 p.m.

Other Business

Mr. Coderre reminded Committee members that they are invited to attend a joint meeting of the Board of Selectmen and financial boards and committees at 7:00 PM on Tuesday, December 10 at the Northborough Free Library for an update on the Financial Trend Monitoring System.

Adjournment

3:10 p.m. – Mr. Pantazis moved the Committee vote to adjourn; Ms. Kelly seconded the motion; all members voted in favor.

Respectfully submitted,

Kimberly Foster
Assistant Town Administrator

Documents used during meeting:

1. December 4, 2013 Meeting Agenda
2. November 13, 2013 Staffing Committee Meeting Minutes
3. Health Agent's July 10, 2013 memo to the Town Administrator
4. Health Department Budget pages from the FY2014 Budget
5. Facilities Manager approved job description

6. Handout detailing 2012 & 2013 calendar year Building and Board of Health inspections conducted and permits issued
7. Handout detailing 2008, 2009 and 2010 (partial) Board of Health inspections conducted and permits issued
8. Handouts on ICMA consulting services