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By Karen Wilber at 2:30 pm, Apr 22, 2021



## TOWN OF NORTHBOROUGH

Personnel Office  
63 Main Street  
Northborough, MA 01532-1994  
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### PERSONNEL BOARD MEETING MINUTES – March 25, 2021 @ 8:00 PM

#### MEMBERS PRESENT:

Virginia Simms George, Chair  
Charles Frankian  
Lisa Studholme  
Guilene Prepetit  
Marsha Hill

#### OTHERS PRESENT:

Becca Meekins, Assistant Town Administrator  
Jason Little, Finance Director  
Julie Brownlee, Principal Assessor

The meeting was called to order at 8:04 PM.

Becca Meekins read the statement regarding the suspension of certain provisions of the Open Meeting Law, giving the Board the ability to meet remotely. Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

Virginia Simms George conducted a roll call of members.

Lisa Studholme: Present

Gigi Prepetit: Present

Marsha Hill: Present

Chuck Frankian: Present

Virginia Simms George: Present

Virginia introduced Becca Meekins as the new Assistant Town Administrator and informed the Board that Jason Little was promoted from Town Accountant to Finance Director 2 years ago. Becca Meekins then introduced Julie Brownlee as the new Principal Assessor.

Virginia Simms George welcomed the incumbent members of the Board back, and welcomed the two new members, Gigi, and Marsha.

#### **Classification of New Assessor's Data Collector Position**

The Assistant Town Administrator gave a brief overview of the role of Personnel Board per the Personnel Bylaw, and the purpose of this request for a new position in the Assessor's Office. Initially, staff was planning to implement those changes last year, but due to the pandemic, and staffing changes, the process has been delayed.



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The Assistant went on to explain the current structure of the Assessor's Office, and the reasoning for the new Data Collector position. The proposal is to reduce then number of full-time equivalents in the office by shifting the duties of the part-time Assessor's related to field work, to the new Data Collector position. The Data Collector position will have both field responsibilities as well as administrative duties.

*C. Frankian moved the Board accept the Data Collector job description and classification as presented; seconded by, L. Studholme; Gigi Prepetit: aye; Virginia Simms George: aye; Chuck Frankian: aye; Lisa Studholme: aye; Marsha Hill: abstain. Motion passes 4-1.*

### **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 2022.

*L. Studholme moved the Board accept the proposed non-union wage increase as presented; seconded by G. Prepetit; approved unanimously.*

The Committee had a brief discussion regarding the Classification and Compensation Study that has not yet been completed. The Assistant Town Administrator explained that the Town is likely to acquire a new consultant to complete the process that was started in 2018, and that the Personnel Board will have to meet in the Summer to begin that work.

### **Adjournment – 8:48 p.m.**

*There being no further business before the Board, L. Studholme moved to adjourn; C. Frankian seconded; approved unanimously.*

Respectfully Submitted,

Becca Meekins  
Assistant Town Administrator