



## TOWN OF NORTHBOROUGH

Personnel Office  
63 Main Street  
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### PERSONNEL BOARD MEETING MINUTES – April 21, 2021 @ 7:00 PM

**MEMBERS PRESENT:** Virginia Simms George, Chair  
Charles Frankian  
Lisa Studholme  
Guilene Prepetit  
Marsha Hill

**OTHERS PRESENT:** Becca Meekins, Assistant Town Administrator  
Kathy Dalglish, Cable Access Director

The meeting was called to order at 7:04 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

#### **Approval of March 25, 2021 Meeting Minutes**

Motion to accept the minutes as presented: Lisa Studholme. Seconded by Marsha Hill. Roll call vote: Gigi Prepetit; aye, Marsha Hill; aye, Lisa Studholme; aye, Chuck Frankian; aye, Virginia Simms George; aye. Minutes approved unanimously.

#### **Reclassification Request – Cable Access Director**

The Assistant Town Administrator brought Kathy Dalglish, the Cable Access Director, into the meeting room. Virginia Simms George explained that the Board will review the job description for the Cable Access Director using the classification guidelines.

Virginia Simms George walked through each classification factors with the Cable Access Director and the Board to determine whether certain factors needed to be adjusted. The Director agreed with the classification for some of the factors but disagreed with others. The Board



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discussed those factors that the Director was not in agreement with and asked questions to gather more information to determine whether the factor should be adjusted. The Assistant Town Administrator provided clarifying information where requested.

The Cable Access Director exited the meeting after her discussion with the Board at 8:05pm.

The Board then went through each factor that was discussed with the Director and assigned a new factor if needed based on the discussion. After discussing all the factors, the Board voted to change the classification of the Cable Access Director from its current Grade of D to a Grade E position.

Motion to reclassify the Cable Access Director from a Grade D to a Grade E in the Northborough Classification Plan made by Marsha Hill, seconded by Gigi Prepetit. Roll call: Gigi Prepetit; aye, Marsha Hill; aye, Lisa Studholme; aye, Chuck Frankian; aye, Virginia Simms George; aye. Motion passed unanimously.

Chuck Frankian brought up the Classification and Compensation Study that was not completed last fiscal year. He expressed that the Board needs to complete the study to avoid reviewing each position in a piecemeal manner. Virginia Simms George stated that she and the Assistant Town Administrator are working on getting a consultant on board.

### **Adjournment – 9:04 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