



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 18, 2023 @ 7:00 PM
Selectmen’s Meeting Room – Northborough Town Hall
63 Main Street, Northborough, MA 01532

DRAFT

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

OTHERS PRESENT: Becca Meekins, Assistant Town Administrator

The meeting was called to order at 7:05 PM.

Approval of April 6, 2022, Meeting Minutes

Motion to accept the April 6, 2022, minutes as presented: Charle Frankian. Seconded by Marsha Hill; approved unanimously.

Discussion and Vote on Personnel Bylaw Amendments for Annual Town Meeting

Becca Meekins, Assistant Town Administrator provided a brief overview of the proposed Personnel Bylaw Amendments for the Annual Town Meeting (Article 29 on the warrant). She discussed background information on the items for consideration:

2% Non-Union Wage Increases – Per the Personnel Bylaw, the general wage increase for non-union staff is determined based on the average increase granted to union personnel. Ms. Meekins was pleased to report that all five collective bargaining units have settled their contracts for fiscal years 2023 – 2025, with 2% increases for each group in FY2024.

The FY2024 proposed increases to the compensation scale set forth in Schedule B and in Schedule D Merit Based are consistent with the average increase of the Town’s collective bargaining units for FY2024 as required by the Town’s Personnel Bylaw.

Senior Center Van Driver Wage Increases (Schedule D – Non-Merit Based) – The proposed increases to Van Driver wages set forth in Schedule D Non-Merit Based are to keep pace with the market for this position. Ms. Meekins reviewed a memo from the Senior Center Director, requesting an increase to Van Driver salaries, as well as a survey of area community Van Driver wages, which indicated that Northborough’s salary range was below the average at \$17.90 -



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\$20.48. Ms. Meekins stated that the Town struggles to recruit and retain van drivers. The proposal is to increase the salary range from \$15.00 - \$17.50 to \$17.00 - \$25.00. Ms. Meekins noted that Van Driver wages are 100% covered by the Town's contract with the Worcester Regional Transit Authority.

After discussion of these proposed amendments, a motion was made by Lisa Studholme and seconded by Marsha Hill to vote to recommend the amendments as set forth in Article 29 of the 2023 Annual Town Meeting Warrant as presented. The vote was unanimous in favor.

Adjournment – 7:30 PM

There being no further business before the Board, Charles Frankian moved to adjourn; Guilene Prepetit seconded; approved unanimously.

Respectfully Submitted,

Becca Meekins
Assistant Town Administrator