



TOWN OF NORTHBOROUGH

Personnel Office
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

DRAFT

PERSONNEL BOARD MEETING MINUTES – October 9, 2018 @ 6:00 PM

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

OTHERS PRESENT: Kimberly Foster, Assistant Town Administrator

The meeting was called to order at 6:04 PM.

V. Simms George acknowledged Board member Susan LaDue's September 28, 2018 resignation from the Personnel Board due to that fact that she no longer lives in Town. Ms. LaDue expressed her thanks to staff and fellow Board members for the opportunity to serve the Town.

Ms. LaDue's resignation creates a second vacancy on the Board; the Assistant Town Administrator indicated the openings continue to be advertised, and any efforts of current Board members to identify potential interested candidates would be appreciated.

Review of Draft Consulting Services RFP – Classification & Compensation Study

The Assistant Town Administrator reviewed the draft RFP for consulting services to perform a comprehensive Classification and Compensation study. The last comprehensive study was completed and implemented in 2005, and while individual positions have been evaluated since that time, the Town seeks to have a consultant perform a full review and update of the current job descriptions, classification plan and compensation plan.

The Assistant Town Administrator explained that the Town is using the Request for Proposals (RFP) process in accordance with State procurement law, which allows the Town to select a vendor based on factors other than price (i.e., the Town does not have to take the low bidder, but is able to weigh factors such as qualifications and experience).

The Board discussed the timeline for completion of the study, and the nature and timing of staff input. The Board agreed that it will be important to identify a consultant with experience in the municipal setting, and who has demonstrated the ability to complete a project on a relatively tight timeline. Next steps involve the issuance of the RFP; the anticipated submission deadline is November 6, 2018 at which point the Board will review the proposals and meet to rank the top three finalists, who will then be invited to a subsequent meeting of the Board for interviews, before a finalist is recommended to the Town Administrator for contract award.

C. Frankian moved the Board to approve the issuance the draft Classification and Compensation Study RFP; seconded by L. Studholme; approved unanimously.



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Adjournment – 6:45 p.m.

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

Respectfully Submitted,

Kimberly A. Foster
Assistant Town Administrator

Documents used during meeting:

1. Meeting Agenda
2. Draft Classification and Compensation RFP