



## TOWN OF NORTHBOROUGH

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### PERSONNEL BOARD MEETING MINUTES – November 19, 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 6:00 PM.

#### **Approval of Minutes**

*L. Studholme moved the Board accept the minutes of the April 19, 2018 Personnel Board Meeting as presented; seconded by C. Frankian; approved unanimously.*

#### **Review of Draft Classification and Compensation Study RFP**

The Assistant Town Administrator reviewed the draft Classification and Compensation Study Request for Proposals, including the proposed scope of work, anticipated project timeline, and the proposal advertising and submission timeline.

*By consensus, the Board agreed to issue to RFP, and will next meet after the November 6, 2018 proposal submission deadline to review the responses.*

#### **Adjournment – 6:30 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