



**Town of Harvard  
Personnel Board**  
Minutes for August 23, 2023

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**This Personnel Board Regular Meeting was held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20.**

**Members Present:** Victor Normand (chair), Liz Allard, Jennifer Finch, Diana Harte and Don Ludwig.

**Members Absent:** None.

**Others Present:** Marie Sobalvarro - Assistant Town Administrator/HR Director

The meeting was called to order at 9:00 am by Chair Victor Normand.

**Approve Minutes:** There were no minutes to approve. Jennifer Finch will create minutes for the meeting of 6/2/23 from the video recording.

**Review edits to Personnel by-laws:** Corrected some language changed with adopting the Charter in 2018.

- Section 78-7 Employee Benefits will be moved to Personnel Policies and Procedures.
- Section 78-7 section F, subsection b - "Employees" changed to "First Responders."

A motion was made to accept the changes by **Diana**, seconded by **Don**, and approved unanimously by roll call vote: Allard - aye, Finch - aye, Harte - aye, Ludwig - aye, Normand - aye. 5:0.

**FY 2025 COLA:** The board discussed the different approaches to setting the COLA for FY 2025 with the agreement that we would wait to see what Sept 2023's CPI is and meet immediately after to discuss CPI vs. Core-CPI and to set the rate for FY 2025.

**Next Meeting:** Sept 13, 2023, 9:00 am.

The meeting was adjourned at 9:20 am on a motion by Liz Allard, seconded by Don Ludwig, and was approved unanimously.

Respectfully submitted,  
Jennifer Finch