

**HARVARD PERSONNEL BOARD  
MEETING MINUTES  
NOVEMBER 8, 2021**

Chair Victor Normand called the meeting to order at 3:01pm, virtually, pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on June 16, 2021

**Members Present:** Victor Normand, Don Ludwig, Erin McBee, Diana Harte and Liz Allard

**Others Present:** Marie Sobalvarro, Lindsay Ames, Pat Natoli, Fire Lt. Andrew Perry, Fire Chief Rick Sicard and Sergeant James Babu, Acting Chief of Police

**Approve Minutes**

Liz Allard made a motion to approve the minutes of November 1, 2021, as amended. Erin McBee seconded the motion. The vote was unanimously in favor of the motion.

**Review FY22 Stipend Schedule for FY23 Rates & Positions**

Acting Chief of Police, Sergeant James Babu, had provided a letter detailing his request to increase the Reserve Police Officers rate from the current \$22.25 (Academy Trained) and \$18.60 (Non-Academy Trained) to \$24.00. Sergeant Babu explained the new legislation passed in December of 2020, "An Act Relative to Justice, Equity, and Accountability in Law Enforcement in the Commonwealth", requires all police officer, regardless of position (i.e., Full-Time or Reserve) receive the same level of training. The current rates for Reserve Officers has not changed for many years and no longer reflects the change and requirements under the new legislation. Therefore, Sergeant Babu has recommended the rate be changed to \$24.00 to be in-line with other communities and assist in maintaining these Officers.

After briefly discussing, Liz Allard made a motion to increase the pay rate for all Reserve Officers to \$24.00/hour. Diana Harte seconded the motion. The vote was unanimously in favor of the motion.

The Board discussed the FY22 Stipends schedule, which includes annual, hourly, one-time, pre-call and scene only rates. Rates associated with Parks & Recreation are no longer under the Personnel Board as those positions have been moved into the School Departments budget.

Don Ludwig made a motion to increase the Council on Aging, Library and Harvard Cable Television employee stipends by the annual Cost-of-Living Adjustment. Diana Harte seconded the motion. The vote was unanimously in favor of the motion.

Liz Allard made a motion to increase the Animal Control Officer and Veteran's Agent stipend by the annual Cos- of-Living Adjustment. Erin McBee seconded the motion. The vote was unanimously in favor of the motion.

Liz Allard made a motion to increase the Call Firefighters stipend by the annual Cost-of-Living Adjustment. Erin McBee seconded the motion. The vote was unanimously in favor of the motion.

Liz Allard made a motion to increase the Ambulance employee stipend by the annual Cost-of-Living Adjustment. Diana Harte seconded the motion. The vote was unanimously in favor of the motion.

Liz Allard made a motion to maintain the existing flat fee for the Certifications of the Town Clerk, Treasurer/Collector, Accounting Officer and Assessor and the Registrars, with increases to be discussed annually by the Personnel Board, which shall be a dollar amount as opposed to a Cost-of-Living

Adjustment. Erin McBee seconded the motion. The vote was 3-1 in favor of the motion with Victor Normand not in favor.

**Adjournment**

Don Ludwig made a motion to adjourn the meeting at 3:59pm. Diana Harte seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,  
Liz Allard, Employee Representative

**Documents & Other Exhibits**

- Personnel Board Agenda, November 8, 2021
- FY22 Stipends, October 2020