

Personnel Board

Town of Harvard, Massachusetts

Thursday, June 22, 2017

Volunteers Room, Harvard Town Hall

Minutes

Members Present: Victor Normand, Don Ludwig, Stu Sklar, Liz Allard

Others Present: Tim Bragan, Marie Sobalvarro

Meeting called to order at 7:35 a.m.

Job description for Assistant Town Clerk/Accounting Clerk was graded, members discussed individual scoring (and referenced PB Member Diana Harte's email's scoring), resulting in a Grade VI.

Liz Allard moved that the Assistant Town Clerk/Accounting Clerk be graded a Grade VI. Stu Sklar seconded. Vote: 4-0.

Discussion of FY18 Stipend Schedule, and Chief Denmark's request to adjust the reserve officer (Academy Trained) stipend to reflect step 1 of the Patrol Officer schedule (in the CBA).

Liz Allard moved that the FY18 Stipend Schedule be approved, with the change that the rate for a Reserve Officer (Academy Trained) reflect step 1, Patrol Officer rate in the CBA. Stu Sklar seconded. Vote: 4-0.

Marie Sobalvarro distributed RFQ for Personnel Study for Board's review and reference. Victor Normand will be the Personnel Board representative on the review committee. Responses from vendors are due 6/29 at 2:00 p.m.

Personnel Board meeting schedule which works best for all members appears to be the 2nd and 4th Thursday evenings.

Move to adjourn, 8:00 a.m. Unanimous vote.