

**HARVARD PERSONNEL BOARD  
MEETING MINUTES  
JANUARY 27, 2022**

Chair Victor Normand called the meeting to order at 9:30am, 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 and Liz Allard

**Others Present:** Marie Sobalvarro and Timothy Bragan

**Approve Minutes**

Liz Allard made a motion to approve the minutes of January 20, 2022, as amended. Erin McBee seconded the motion. The vote was unanimously in favor of the motion.

**Grading Administrative Assistant: Land Use and Building Department**

Initial grading of the above-mentioned position resulted in Grade 3, which was not in line with other similar positions. After being provided additional information from Tim Bragan and Marie Sobalvarro pertaining to the role and responsibilities of this position, the members agreed that minor additions to the job description would raise the Grade to a 4. Liz Allard made a motion to approve the Administrative Assistant: Land Use and Building Department as a Grade 4, with the job description to be revised to include the information provided by the Town Administrator and Human Resource Director and to be reviewed with Erin McBee and Liz Allard. Don Ludwig seconded the motion. The vote was unanimously in favor of the motion.

**Adjournment**

Erin McBee made a motion to adjourn the meeting at 10:05am. Don Ludwig seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard, Employee Representative

**Documents & Other Exhibits**

- Personnel Board Agenda, January 27, 2022
- Administrative Assistant (Land Use/Building Dept.), 1/20/2021