



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

### Meeting Posting & Agenda

#### Details:

Board – Committee – Commission: Personnel Board  
Meeting Day, Date, Time: Monday, June 23, 2014, 6:00 P.M.  
Location: EOC, Fire Station, 20 Church Street

#### Agenda:

1. Call Meeting to Order / Review the Meeting Agenda
2. Approve Meeting Minutes of May 21, 2014
3. Approve Vouchers (payroll, longevity)
4. Review Applications and Qualify Candidates for the Firefighter/Paramedic positions
5. Review Applications and Qualify Candidates for the Animal Control Officer
6. Approve Requisition to Advertise for the Social Services Coordinator
7. Discuss the hiring process for temporary/part-time/seasonal employees
8. Review status of Job Descriptions from the new Classification & Compensation Survey
9. Update from Town Manager/Personnel Coordinator
10. Future Meeting Date(s)
11. Other topics not reasonably anticipated by the Chairman 48 hours in advance
12. Adjournment

**RECEIVED**

*By Kelly A McElreath at 2:49 pm, Jun 18, 2014*

#### PERSONNEL BOARD

Michael Goodwin, Chairman  
Debra Amorelli  
Robert Carnegie  
Thomas J. Giblin III  
David Scribner

#### TOWN MANAGER

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