

# Town of Upton - Massachusetts

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## PERSONNEL BOARD

### Meeting Minutes

Date: December 6, 2011  
Location: Fire & EMS Headquarters, 20 Church Street – 2<sup>nd</sup> floor E.O.C room.  
Present: Chairman Michael Goodwin, Deb Amorelli, Bob Carnegie, ad-hoc member Seema Kenney, Tom Giblin, Town Manager Blythe Robinson and Administrative Clerk, Karen Varney.

The meeting was called to order by the Chairman at 7:00pm. It was noted that member Tom Giblin will be attending the meeting however he will arrive late. There was no general mail correspondence to review.

Chairman Goodwin welcomed Town Manager Blythe Robinson. Ms. Robinson in a follow up discussion from last month presented the Board with a detailed spread sheet on her recommendations relative to the ratings for the two new EMS positions. In regards to the EMS Captain's job description, Ms. Robinson deleted the word *may* and added *as requested* and *as required*. Ms. Robinson stated she worked with Fire Chief Ron Goodale using the rating manual on the 14 categories. It was agreed to add the language: *periodically* under Essential Functions; *periodically* act as an incident safety officer, public information officer etc.

Discussion continued on the EMS Captain grading and was unanimously agreed upon a final F for the grade. Other changes on judgment and initiative from a 4 to a 5 were approved along with a change in fiscal Management from a 4 to a 3. This is a part time position consisting of less than 10 hours a week in the pay scale range of \$21.58 to \$28.05 with one paycheck per week. Blythe will meet with the Fire Chief to confirm on judgment and initiative. It was recommended that Chief Goodale attend the next meeting.

Motion was made by Chairman Goodwin to amend the EMS Director position to EMS Captain to be tentatively graded as an F for planning purposes. Also to delete a portion of the Position Description under Special requirements, *within 6 miles of the Fire & EMS Headquarters*. Second: Deb Amorelli, all in favor: Aye.

Motion was made by Tom Giblin for the Personnel Board Chairman Mike Goodwin to sign a Position requisition for the EMS Captain position once that form is completed. Second: Deb Amorelli. All in favor: Aye.

The Town Manager gave the Board an overview of the Water/Wastewater candidates. She is currently in the process of checking references. There were six finalists for the DPW Director position which was narrowed down to two. Ms. Robinson is in the process of putting together an assessment center next week. This assessment will put the 2 candidates through different scenarios to see how they perform.

Also Ms. Robinson informed the Board that the Department Coordinator for the Selectmen is no longer working for the Town. It is her plan to call the next person on the list of candidates or to repost for the position. The Children's librarian has given notice to the Library Director. It is the responsibility of the Library Trustees to post this position. No response from the posting for the part time Peg Access position. Another posting will be done by the Town Manager.

FY2012 budget process was discussed. Department budgets need to be ready for print by the middle of April. Ms. Robinson has asked Department Managers to submit their budgets with no changes in pay. Depending on what the Personnel Board's recommendations are, the payroll budgets can be adjusted. FinCom as a rule has asked that their budget is submitted no later than the 1<sup>st</sup> of April. Seema stated that the FinCom looks for 3 things from the Personnel Board:

- A. Board's budget.
- B. Compensation Plan (overall salary range).
- C: Recommended FY13 non-union and non-contract ranges are within the proper range.

Typically the increase is between 2 / 3%. Conversation relative to COLA increases. Ms. Kenney stated that the Personnel Board drafts a memo to these Department Managers relative to a compensation range and salary recommendation. Tom recommended a 1.2% to start for a rate range. Bob will verify the CPI.

It was agreed that next meeting will be held at 7:00pm on Wednesday, December 28<sup>th</sup>. Seema will create a new rate range spread sheet.

The Board will revisit the 2 Articles drafted for the May Town Meeting. Ms. Robinson will look into short term disability.

Motion was made by Deb Amorelli to approve the November 7, 2011 meeting minutes. It was seconded. All in favor: aye.

The EMS Lieutenant job description will be reviewed at the next meeting.

Meeting was adjourned at 9:15pm.

Respectfully submitted,  
Karen Varney  
Administrative Clerk