

Town of Upton - Massachusetts

PERSONNEL BOARD

Meeting Minutes

Date: December 28, 2011
Location: Fire & EMS Headquarters, 20 Church Street – 2nd floor E.O.C room.
Present: Chairman Michael Goodwin, Deb Amorelli, Seema Kenney, Tom Giblin, Town Manager Blythe Robinson and Administrative Clerk, Karen Varney. Member Bob Carnegie was not present.

The meeting was called to order by the Chairman at 7:03pm and recessed until member Tom Giblin arrived to meet quorum requirements.

At 7:11pm member Tom Giblin arrived and the meeting reconvened.

The Board reviewed and signed off on the longevity / payroll voucher for the month of December.

Chairman Goodwin welcomed Library Director Mathew Bachold regarding the resignation of Lisa Stratton and the posting of this vacant position. Mathew stated that he is not seeking to make any changes to the Children & Young Adult Librarian job description but looking for the Personnel Board to sign off on the requisition. After review the Board made motion for approval.

Chairman Goodwin motioned to approve the Children & Young Adult Librarian requisition for posting. Deb Amorelli second, all in favor, aye.

Mathew stated that the Library Trustee's had a discussion relative to the possibility of a short term contract until the position is filled. He spoke of a State Agency called Biblio that could meet their interim needs of the library. Town Manager Blythe Robinson agreed and said it would be possible to hire a temp worker and compensate them per hour. The Personnel Board is in favor of this if Director Bachold wishes to go forward.

In other business, Town Manager Blythe Robinson gave the Board copies of the latest versions of the EMS Captain and Lieutenant position descriptions. Included were the ratings that she recommends. This is a continuance of the discussion held on December 6th. Ms. Robinson spoke with the Fire Chief Ron Goodale who approved her recommendations of the grading F for Captain and E for Lieutenant and agrees with deleting: *within six (6) miles of Fire & EMS Headquarters*. After final review, the Board approved the Position Requisition.

Tom Giblin motioned to approve the EMS Captain Position Description Requisition with a grade F as submitted. Second: Deb Amorelli. All in favor: Aye.

The EMS Lieutenant Position description was also reviewed. This position is to back up the EMS Captain with a job title change, not the function. Minor changes were agreed.

Motion was made by Tom Giblin to adopt an EMS Lieutenant Position with a grade E as submitted. Second: Deb Amorelli. All in favor: Aye.

Motion was made by Tom Giblin to approve Fire Chief Ron Goodale in signing off on the EMS Lieutenant Position Requisition once it is drafted by the Town Manager. Second: Deb Amorelli. All in favor: Aye.

Motion was made by Tom Giblin to accept the December 6, 2011 meeting minutes. Second: Deb Amorelli. All in favor: Aye.

Discussion regarding the FY13 increases for the position range and after debate agreed on moving the range by 3%.

Motion made by Chairman Goodwin to move the FY13 position ranges to 3% across the board. Second: Tom Giblin. All in favor: Aye.

In a related matter, the Personnel Board had a discussion relative to their recommendation on a salary increase for FY13. Tom Giblin suggested a starting point at 1.2%, stating you can always go back and increase the percentage. After input from the Town Manager, the Board agreed it would be in the best interest of the employees to postpone their recommendation until Union negotiations are completed. This will help facilitate a smooth Union negotiation.

Chairman Goodwin gave an overview of the Board's FY12 budget memo that was sent to all department managers last year. Edits were approved.

Motion by Tom Giblin to approve the FY13 budget memo with edits. Second: Deb Amorelli. All in favor: Aye.

In preparation of the Annual May Town Meeting, the Board spoke about considering placing 2 Articles on the Warrant that were defeated at last years Annual Town Meeting. These Articles were:

To move that the Town vote to delete Section IX.A of the Personnel By-law regarding Vacation in its entirety, and insert in place thereof a new section that provides employees with fifteen (15) years or more of service a 5th week of vacation and clarifies how vacation is accrued and carried over from one fiscal year to the next as set forth in the handout entitled "Town of Upton Text of Various Warrant Articles. .

To move that the Town vote to amend Section VIB of the Personnel By-law regarding Salary Review by adding a paragraph following the third paragraph of the existing text to establish a Meritorious Bonus Program for non-union employees as set forth in the handout entitled "Town of Upton, Text of Various Warrant Articles, Article 30".

Town Manager Blythe Robinson supports the Merit bonus. Seema Kenney recommended that Chairman Goodwin go before the Board of Selectmen to seek their support on these articles. The objective is to be better prepared at Town Meeting.

In regards to a short term disability plan, Ms. Robinson feels its time to research this plan and to review the Town's sick policy.

In connection with a cell phone / electronics policy, the Town's insurance carrier, MIAA, has a model policy the Town can assess. Also Town Counsel has sent a cell phone policy that she will forward to the Personnel Board members.

Ms. Robinson informed the Board new DPW Employee, Scott Hennessey begins his new position in the water department on January 17th. Scott has completed all the necessary requirements. Also Ms. Robinson will be meeting with the DPW Director finalist tomorrow for the closing interview.

Applications for the Department Coordinator's position in the Board of Selectmen's office will close on Monday January 9th. Ms. Robinson asked if the Personnel Board could meet that week for review of the applications so she can move the process forward. Chairman Goodwin will check with member Bob Carnegie to see when he is available to meet that week.

Meeting was adjourned at 8:30pm. All in favor.

Respectfully submitted,
Karen Varney
Administrative Clerk