

Town of Upton - Massachusetts

PERSONNEL BOARD

Meeting Minutes

Date: January 9, 2012
Location: Fire & EMS Headquarters, 20 Church Street – 2nd floor E.O.C room.
Present: Chairman Michael Goodwin, Deb Amorelli, Tom Giblin, Bob Carnegie, Town Manager Blythe Robinson and Administrative Clerk, Karen Varney. Member Seema Kenney was not present.

The meeting was called to order by the Chairman at 7:00pm

Member Tom Giblin motioned to approve the meeting minutes of November 14, 2011 and December 28, 2011. Second: Deb Amorelli, all in favor, aye.

The Personnel Board's Annual Town Report was submitted to Chairman Goodwin who completed this report. He thanked former Personnel Board Clerk Diane Judd for her assistance with this report.

Member Bob Carnegie motioned to approve the Board's Annual Town Report as submitted. Second: Deb Amorelli, all in favor: aye.

Town Manager Blythe Robinson stated that she has extended offer for the position DPW Director to one of the two finalists. She anticipates hearing back from this gentleman in the next few days.

Also Ms. Robinson informed the Board that she received 65 applications for the Board of Selectmen's Department Coordinator position. The Personnel Board members received copies of these applications a few days in advance so they would have time to review them. At 7:55pm the meeting was recessed for the purposes of conducting a work session to review and discuss qualifications of the applicants. It is Ms. Robinson's desire to narrow the candidates down to ten for a formal interview.

With the work session completed, the next discussion was in connection to filling the Peg Access provider position. Resident Bob Driscoll sent the Board of Selectmen a letter of interest. Concerns appointing Mr. Driscoll was voiced as he is a member of the Finance Committee and the Board is not sure if he would be able to serve on both. Also it does not appear this candidate has any experience. It was suggested that another call be place to the schools to follow up on any possible student applications. No action taken on Mr. Driscoll's application at this time.

Discussion regarding town employee cell phone, computer and social media use policies for a possible Town Meeting Article. Member Tom Giblin volunteered to present an overview of this policy to the residents at the Town Meeting should this be drafted as an article.

The posting for the open position for the Children & Young Adult Librarian will close February 3rd.

At 8:25pm the Board recessed.

8:30pm the Board reconvened.

Due to a prior commitment, Member Tom Giblin left the meeting.

Conversation relative to the FY13 budget #'s. With the budget meetings around the corner, the Personnel Board needs to submit their budget, noting the longevity amount, general budget line items and the MMPA dues. The Board agreed to go forward with the \$5,000 merit bonus program for the Town Meeting.

Member Bob Carnegie motioned to approve and include the Merit Bonus program of \$5,000 as a Warrant Article for the Annual Town Meeting. Second: Deb Amorelli, all in favor: aye.

Discussions also on a Warrant Article for employees who have twenty-years of service or more will accrual 5 weeks vacation time.

Chairman Goodwin motioned to approve the placement of an Article at the Annual Town Meeting for a new section that provides employees with twenty-years (20) years or more of service a 5th week of vacation. Second: Deb Amorelli, all in favor: aye.

Town Manager Blythe Robinson is still working on the short term disability.

The easement for the Cell Tower is still a work in process.

Meeting was adjourned at 8:55pm. All in favor: aye.

Respectfully submitted,
Karen Varney
Administrative Clerk