

Personnel Board

Town of Upton



Massachusetts

Meeting Minutes of February 9, 2012

Location: Emergency Operations Center, Fire & EMS Headquarters, 20 Church Street

Members Present: Chairman Mike Goodwin, Debbie Amorelli, Bob Carnegie, Seema Kenney

Members Not Present: Tom Giblin

Others Present: Town Manager & Personnel Coordinator Blythe Robinson

The meeting was called to order at 7:06 pm.

The Board welcomed Board of Health Member Dick Desjardins who previously provided the BoH's proposed changes to the position description of Department Coordinator to the Board of Health.

Following review, the Board voted unanimously on the following motions effective July 1, 2012: 1) to amend the position title to Public Health Supervisor; 2) to change the position's grade to Grade E; and 3) adopt the proposed items (as submitted) in body of the position description.

Next, the Board entered into a work session with the Library Director, Matthew Bachtold, to review & qualify applicants for the position of Children's and Young Adult Librarian. At the end of the work session, by unanimous consent the Board forwarded 12 candidates' names to the Library Director and Board of Library Trustees for them to pursue.

The Board, having received one application each for the positions of PEG Access Assistant and EMS Captain, qualified both and forwarded the information to the Town Manager for the next step. The Town Manager also informed the Board that a previous applicant for the PEG Access withdrew his name (see minutes from PB Meeting of 1/9/12).

Next, upon motion by Deb Amorelli, the Board reviewed and approved the meeting minutes from January 9, 2012 as submitted.

The Board then reviewed, and by unanimous consent, approved the text of the proposed articles regarding Vacation hours and the Meritorious Bonus Program.

The Town Manager indicated she will be providing the Board with information regarding a Short-Term Disability Policy for our consideration. This will become a topic for a future meeting.

45 Upon motion by Deb Amorelli, the meeting adjourned at 9:10 pm.

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47 Documents used: A) Position Description – Department Coordinator to the Board of Health,
48 Town of Upton (3/11 version and draft version with changes); B) Classification and
49 Compensation Study (2/09); C) ATM draft articles – Vacation hours & Meritorious Bonus
50 Program.

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52 Respectfully submitted,

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54 Michael E. Goodwin, Chair

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