

Town of Upton - Massachusetts

PERSONNEL BOARD

Meeting Minutes

Date: March 12, 2012
Location: Police Headquarters, School Street – lower level training room.
Present: Chairman Michael Goodwin, Deb Amorelli, Bob Carnegie, Seema Kenney, Town Manager Blythe Robinson, and Clerk Karen Varney. Member Tom Giblin was not present.

The meeting was called to order by Chairman Michael Goodwin at 7:00pm. .

Board members welcomed Rich Gazoorian Recreation Commission Interim Chairman. Mr. Gazoorian stated that he reviewed the job description of the Recreation Director. This position has been to create recreation programs and to date there have been numerous programs developed for all ages. The Director, Mary Cortese has done phenomenal job stated Mr. Gazoorian. The annual salary for this part time position for last year was \$12,000.00, however due to the increase in hours worked, the final salary received was \$15,870. The difference (\$3,870) came from the revolving fund which is an acceptable practice. Mr. Gazoorian is comfortable with the current job description which is rated a grade F and he is asking consideration for \$20 per hour with the average hours of 18½ and feels comfortable with an FY13 budget amount of \$17,000. Town Manager Blythe Robinson had stated to Mr. Gazoorian that this position needs to be monitored as there could be a potential of increased hours in the future with possible benefits. Mr. Gazoorian agreed with Ms. Robinson saying most likely by FY14 he can see 20+ hours. He agreed to stand up on Town Meeting floor if necessary to advocate the increase in hours and salary for this position. Ms. Robinson will meet with Mr. Gazoorian to review the hours and the final figures for this position.

At 7:20pm the Board entered into a work session to review and qualify applicants for the position of DPW Director. After conducting this work session, the Board narrowed qualified candidates down to seven. The Town Manager will set up interviews within the next two weeks. The interview team will consist of Ms. Robinson, DPW Consultant Larry Bombara, Water/Wastewater Supervisor Ron Sansouci and Personnel Board member Bob Carnegie.

Meeting minutes of February 9, 2012 was unanimously approved after a Motion was made by Deb Amorelli.

In reference to the longevity bonus scheduled for payment the month of March, the Board agreed Chairman Goodwin may sign off on the payment voucher once the stipend clarification is received and the amount does not exceed \$100.

Next on the agenda the Board spoke of the FY14 funding for the Classification & Compensation study. It was agreed that half the \$7,000 amount will be put on the upcoming ATM warrant this May with the balance slated for the following FY14. The Personnel Board will sponsor the Article. Discussion took place relative to making this expenditure a line item every year.

Town Manager Blythe Robinson gave a summary of the personnel by-law change she is proposing. Once an employee has been out sick for 15 calendar days they would be transferred to the town paid STD (Short-Term Disability Policy) for up to 166 calendar days. If there is still a reason for the employee to be out, then they would come back to using any remaining sick time up to a maximum of 40 days. Ms. Robinson added that she is still in negotiations with the Unions at this time and hopes to wrap up their contract this week. Rather than placing this change under section 1X: Employee Benefits: B: sick time, the Board unanimously agreed it is a separate benefit and will do a renumbering under G. This benefit will take effect July 1, 2012.

Ms. Robinson spoke of a PPO Insurance plan that she hopes to put in place. A possible change in the open enrollment date was also discussed.

In other business, the Board spoke of recruiting another member to serve on the Board. The Town Manager will place an ad on the local cable TV and the Town Crier.

Member Bob Carnegie asked is there was any protocol or policy relative to the role of the Personnel Board conducting interviews. He is concerned about a select few Departments and/or appointed Committees who may ask inappropriate questions. He questioned who safeguards the interest of the town. After a brief conversation member Bob Carnegie and Deb Amorelli volunteered to put in place a Policy outlining interview guidelines. Mr. Carnegie will supply the information and conduct a 2 hour session with Department Supervisors. This draft will be submitted to the Board at the next meeting. Ms. Robinson added that if there were any issues, the Personnel Board as appointed members, would be covered under the town's insurance policy.

Next on the agenda the Board continued their discussion regarding the cell phone/electronics policy for a possible warrant Article. Member Tom Giblin is absent from this meeting and the Board would like his input. Town Manager Blythe Robinson stated the deadline for ATM Articles is this Thursday, March 15th. She suggested adding a paragraph in the Personnel by-laws under Chapter 7, sec. F: Conditions of Work that would make reference to an Electronic policy. This will give the Personnel Board time to draft / approve the policy language. After discussion, it was agreed with the term Policy in the by-law. Motion was made to approve placing a warrant Article for this purpose.

FY13 salary recommendations will be put on the next agenda for discussion.

A reference in regards to the increased hours for the Board of Health's Supervisor was brought to the attention of the Board. The Board of Health Chairman is required to meet with the Personnel Board to justify the increased hours to the Personnel Board. Chairman Goodwin will contact the Board of Health.

Meeting was adjourned at 9:03pm.

Respectfully submitted,
Karen Varney
Clerk