

Town of Upton - Massachusetts

PERSONNEL BOARD

Meeting Minutes

Date: April 2, 2012
Location: Fire and EMS Headquarters 20, Church St 2nd floor.
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 7:08pm.

Board Members welcomed Board of Health member Dick Desjardins. Mr. Desjardins came before the Board to discuss a possible increase in weekly hours for the Clerk's position. The Board of Health is seeking to increase the position hours from twenty-nine to thirty-three hours a week and asked the Personnel Board for their consideration. Mr. Desjardins noted the importance of increasing the hours to take care of bookkeeping updates recently recommended by the auditors. Also other town issues arise that causes additional hours spent, noting calls regarding renter issues. These additional hours may be revisited for FY14.

After review, Member Bob Carnegie motioned to approve the additional four-hours a week effective July 1st. All members voted in favor.

Town Manager Blythe Robinson handed out copies of the wage spreadsheet for the Personnel Board's review and their recommendation for the FY13 compensation plan. It was noted that there are 260 work days in FY13 vs. 261 in FY12. Ms. Robinson also informed the Board that Police Union negotiations have been completed and therefore the Selectmen are scheduled to ratify the contract at their next meeting.

Board members reviewed the wages spreadsheet line by line and took action on the following:

Motion made by member Bob Carnegie to approve the minimum pay rate of the Peg Access Assistant to \$12.73. All members voted in favor.

Motion made by Deb Amorelli to approve the increase for the position of Facilities Maintenance & Transportation Coordinator to \$18.37 per hour effective July 1st. This will bring the position to the proficiency rate. All members voted in favor.

Seema Kenney questioned whether the Inspector of Buildings position is an exempt position. Ms. Robinson will research and report back to the Board.

In reference to the Library Circulation Clerk's salaries, a Motion was made by Chairman Goodwin to recommend adjusting the hourly rate of the three Library Circulation Clerk's salaries to the Proficiency rate. All members voted in favor.

Regarding the Health Agent's position, Seema was under the impression that this position was going unfiled effective FY13. The Town Manager will follow up with Board of Health Chairman Al Holman.

After much dialog a Motion was made by Bob Carnegie to recommend zero increase for employees in FY13. Chairman Goodwin while agreeing with the zero increase due to the fiscal health of the Town commented that at the ATM, residents will be voting on Articles for additional benefits to support employees. All members voted in favor.

Based upon the information supplied from the wages spreadsheet dated 3/31/2012, a Motion was made by Chairman Goodwin to approve the FY13 wage report after adjustments were made to the number of work hours, new hires, proficiency rate, and deleting the duplicate line; Evening On-Call (Fire & EMS). All members voted in favor.

Regarding the Electronic Communication & Personal Social Networking Policy, Town Manager Blyth Robinson drafted language for submission as a Warrant Article for the ATM. Once this language is approved by the Personnel Board, and town meeting, it will become part of the Town's By-law. After review and minor modifications, a Motion was made by Chairman Goodwin to approve the Electronic Communication Warrant Article language and to create a Social Networking Policy. All members voted in favor.

Motion was made by Bob Carnegie to approve the March 12, 2012 meeting minutes. All members voted in favor.

Before adjournment, Board members had a brief conversation about changing their meeting time earlier than 7:00pm. No decision was made.

Meeting was adjourned 9:25pm.

Respectfully submitted,
Karen Varney
Clerk