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Town of Upton - Massachusetts

4 PERSONNEL BOARD

5 *Michael E. Goodwin, Chairman*

Debra Amorelli, Member

6 *Robert A. Carnegie, Member*

Seema-Jayne Kenney, Ad Hoc Member

7 *Thomas J. Giblin, III, Esq., Member*

8
9 **Meeting Minutes**

10
11 Date: May 3, 2012

12 Location: Fire & EMS Headquarters, 20 Church St 2nd floor EOC.

13 Present: Chairman Michael Goodwin, Bob Carnegie, Tom Giblin, Deb Amorelli, Town
14 Manager Blythe Robinson, and Clerk Karen Varney. Seema Kenney, Ad Hoc
15 member was not present.

16
17 The meeting was called to order by Chairman Michael Goodwin at 6:35pm. .

18
19 Board members welcomed two residents interested in serving on the Personnel Board;
20 David Scribner and Donna Hopkins. These individuals will be interviewed at the conclusion of
21 the meeting.

22
23 Longevity and payroll vouchers were signed off by the Board.

24
25 The Annual Town Meeting Personnel Board Warrant Articles for May 10th were
26 reviewed. These six Articles are to be presented and justified if necessary by members the
27 Personnel Board.

28
29 In regards to employee's Longevity Bonuses, it was agreed that the voucher will be
30 prepared and submitted to the Board for approval the month before the bonus is due. This
31 voucher will then be forwarded to the Town Accountant on the employee's anniversary date.
32 Also with a potential FY12 shortfall for this line item, Ms. Robinson submitted a year end
33 transfer of just over a \$1,000.

34
35 The Library Trustees has asked the Personnel Board for possible consideration of giving
36 a merit increase to employees after their initial probationary period ends. Member Bob Carnegie
37 clarified by saying, the word "*probationary*" is no longer accepted language and therefore it
38 should be replaced with *orientation or introductory* period. Chairman Goodwin commented that
39 an Article will need to be submitted at the next ATM to delete the word probationary and replace
40 it with orientation or introductory period. Chairman Goodwin asked the Board their thoughts on
41 supporting this merit increase program and added that this would affect all non-union non-
42 contract employees. If approved, it would be necessary to make arrangements for the proper
43 appropriations. After discussion, no action was taken.

44
45 At 7:20pm, the Board recessed for 5 minutes.

46

47 The Board reconvened at 7:25pm.
48

49 Town Manager Blythe Robinson informed the members of the Personnel Board that there
50 has been one internal application for the position of (EMS) Fire Lieutenant. Chairman Goodwin
51 motioned to accept the internal candidate Kerry Stoopack to the position of EMS Fire Lieutenant.
52 Unanimous vote. Both Chief Goodale and Ms. Robinson will oversee the title change process.
53

54 Both Chief Goodale and Ms. Robinson are working on the Reserve Firefighter Job description.
55 This draft will be brought to the Personnel Board for review.
56

57 Ms. Robinson gave an update on the employees insurance noting that there will be an
58 open enrollment in early June. Employees will have the right to move from their current HMO
59 plan to a PPO plan. The HMO plan is 25% employee, 75% town. The PPO will be 40%
60 employee, 60% town. Also July 1st there will be a reduction in the cost of the HMO plan. Also if
61 the Short Term Disability Article passes Town Meeting vote, both policies will be from Boston
62 Mutual at a lower rate. As far as a Long Term Disability plan, that would be available if the
63 employee wishes to pay the full amount. This plan would not be subsidized by the town. Ms.
64 Robinson is also working on setting up a flexible spending program effective July 1st.
65

66 In regards to the recent discussions dealing with the hourly salary of an employee of the
67 Board of Health, Chairman Goodwin gave an overview with input from the Town Manager. The
68 Finance Committee may hold this line item at the ATM for further information from the
69 Chairman of the Board of Health.
70

71 Motion was made by Member Bob Carnegie to approve the April 2, 2012 meeting
72 minutes. Unanimously vote.
73

74 Motion was made by Member Bob Carnegie to approve the April 26, 2012 meeting
75 minutes. Unanimously vote.
76

77 The Board recognized resident David Scribner and Donna Hopkins. Both Mr. Scribner
78 and Ms. Hopkins submitted applications to serve on the Personnel Board and both gave an
79 overview of their experience and a desire to contribute their knowledge of human resources to
80 the Town.

81 Chairman Goodwin commented that both candidates are well qualified and therefore it is
82 difficult to choose only one. The Personnel Board consists of 5 members and currently there is
83 only one vacancy. The Personnel Board has deferred their recommendation and therefore asked
84 the Town Manager to pass the applications onto the Board of Selectmen for their
85 recommendation.
86

87 In unrelated business, Ms. Robinson gave an update relative to the South St property
88 saying she will be putting out an RFP to insure that there are not any other parcels in town other
89 than South St that would meet the needs of the Town. The Board of Selectmen gave the go ahead
90 to apply for the State Park Grant that is worth up to \$400,000. With the hope that the town can
91 use this grant to hire an architect and engineer do the design work and a traffic study.
92

93 8:07pm meeting was adjourned.

94

95 Respectfully submitted,

96 Karen Varney

97 Clerk

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