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*Personnel Board*

**Town of Upton**



**Massachusetts**

Meeting Minutes of September 17, 2012

Location: Fire & EMS Headquarters, 20 Church Street  
Members Present: Chairman Mike Goodwin, Bob Carnegie, Tom Giblin, and Dave Scribner  
Members Not Present: Debbie Amorelli and Seema Kenney  
Others Present: Town Manager / Personnel Coordinator Blythe Robinson.

The meeting was called to order at 6:37 pm.  
It was decided to begin the meeting with item #8 on the agenda, Job description review of the Fire Captain. The Board members welcomed Fire Chief Ron Goodale. Town Manager Blythe Robinson began the discussion by presenting an overview on the job descriptions that the Fire Chief and the Deputy Chief both share. With the retirement of the Deputy Chief, it is an opportunity to look at the structure of the Fire Department. Ms. Robinson stated that the Fire Chief has recommended maintaining the position of Assistant Fire Chief however at this time eliminating the position of Deputy Chief. Chief Goodale said he would prefer to bring back the 2<sup>nd</sup> Captain's position. Thus the need to update the job descriptions to better reflect the way the Department is managed. Ms. Robinson and Chief Goodale previously met and made changes to the two job descriptions which Ms. Robinson clearly detailed and noted a grade G for the Assistant Fire Chief and grade F for both Captains' positions. Chief Goodale stated that at some point he will recommend someone to fill the Deputy Chief's position.

After review of these changes a motion was made by Bob Carnegie to adopt the recommended changes brought forth by the Town Manager and Chief Goodale to the Fire Captain's job description noting a grade F and the Assistant Fire Chief Job description noting a grade G. It was agreed by unanimous consent.

The stipend amount of the Fire Captain's position and the Assistant Chief was also discussed. Action will be taken by the Fire Chief and Town Manager to increase the stipend amount keeping within the budget total." All in favor.

Next on the agenda; discussion regarding the Electronic Communications and Computer usage Policy. Ms. Robinson noted that she sent this Policy to all Department Managers for them to disseminate to their employees for review. Library Director Mathew Bachtold came before the Board to voice his concerns with some of the language. It was agreed to insert the title of Town Manager as the appropriate official in Section III #2 of the Social Media Policy and Section III #15 deleted the wording "or otherwise cite".

42 After full review of the Electronic Communication and Computer Usage Policy the  
43 Board, by unanimous consent voted to adopt this policy as discussed.

44  
45 Agenda item #7; Conducting interviews, member Bob Carnegie has offered to draft a  
46 policy for the Board to consider at the next scheduled meeting.

47  
48 Carol Peterson of the DPW requested a review of her employment date for longevity  
49 purposes. This has a bearing on the timing of her Longevity bonus. Town Manager Blythe  
50 Robinson will check her personnel record to verify the correct hiring date and the Personnel  
51 Board Clerk will make the necessary adjustment if warranted.

52  
53 FY14 Classification & Compensation survey discussion was rescheduled for a future  
54 meeting.

55  
56 The timeline for submitting Warrant Articles for the Special Town Meeting is October 1<sup>st</sup>.  
57 After a discussion relative to updating proper terminology within the Town's By-laws, Tom  
58 Giblin motioned to submit an Article to replace the word "probationary" in the Personnel and  
59 Town By-Law with 'Orientation". All in favor.

60  
61 Agenda item #6, the Board reviewed and consented to the changes made to the  
62 Application for Employment form.

63  
64 Ms. Robinson gave an overview of the Town's new web site that will be going live  
65 October 15<sup>th</sup>. She is open to any information the Personnel Board would like to add to the  
66 Human Resource or the Personnel Board site. She will send the link for the members to view.

67  
68 The FY14 budget calendar has been drafted by the Town Manager and the Personnel  
69 Board is to submit their salary recommendations the first part of December. Budgets are due  
70 from all departments the end of December. The Personnel Board will need to vote on what their  
71 recommendations will be for a pay increase for non-union employees. Union contracts state zero  
72 percent this year, 1½% in fy14 and 2½% in fy15.

73  
74 It was agreed at this time to pass over the Classification and Compensation Survey  
75 discussion.

76  
77 After a conversation regarding meeting dates, Member Tom Giblin excused himself from  
78 the meeting at approximately 8:25pm.

79  
80 A motion was made by Member Bob Carnegie to approve payment of the annual dues to  
81 MMA in the amount of \$200. All in favor.

82  
83 The Town Manager gave an update on how employees are to complete the new payroll  
84 worksheet.

85  
86 Motion was made by member Bob Carnegie to approve the May 3, 2012 and the July 16,  
87 2012 Meeting minutes. All in favor.

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Chairman Goodwin stated that four emails were received in reference to the Social Media Policy. These emails were sent by Bob Carnegie, Tom Giblin, and Debbie Amorelli. These emails will be on file.

Upon motion by Bob Carnegie, the meeting adjourned at 8:40 pm.

Respectfully submitted,  
Karen Varney  
Clerk