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*Personnel Board*

**Town of Upton**



**Massachusetts**

Meeting Minutes: November 8, 2012

Location: Emergency Operations Center, 1st Floor, 20 Church Street.  
Members Present: Chairman Mike Goodwin, Bob Carnegie and Dave Scribner  
Members Not Present: Debbie Amorelli, Seema Kenney and Tom Giblin.  
Others Present: Town Manager / Personnel Coordinator Blythe Robinson and Library Director Mathew Bachtold.

The meeting was called to order at 6:36 pm.

Longevity, expenses and salary vouchers were signed.

Town Manager Blythe Robinson began the FY14 compensation plan discussion with an overview. First is to consider moving the pay range for each grade to a certain percentage each year so that the compensation plan stays competitive with other towns, generally in the 3% range. The second decision point for the Board is to consider recommending a COLA increase for non-union employees. Ms. Robinson added that last year Union negotiations in all contracts ended in a zero increase for FY 13, FY14 1.5% and FY15 2.5%. The Personnel Board followed suit and recommended a zero increase for non union employees for FY13.

A suggestion was made to research surrounding communities to see what they are proposing for FY14. Ms. Robinson reminded the Board that changes have been made in reference to vacation time and longevity payments in an effort to even out the non-union employees. After a question from member Bob Carnegie, Ms. Robinson clarified the four union contracts, Police, Fire, DPW and DPW Supervisors. Non-Union departments were also clarified to the Board as well as contract employees. Member Bob Carnegie said he is leaning towards a 1.5% to 1.6% range for FY14.

The budget process usually begins in December. There was a discussion on setting up a meeting in December with the full Board as the budgets are due the first part of January. A question was asked if there was any information on what other comparable towns are proposing for wage increases. Ms. Robinson stated that the MMPA data base has helpful information and over the past have supplied Ad Hoc member Seema Kenney with beneficial information. It was suggested that Ms. Kenney transition that charge to another member.

In regards to the longevity bonus it was brought to the attention of the Personnel Board last month that an error was made to the DPW Department Specialist's date of hire. This would

43 need to be corrected on the spread sheet to December 1988. Ms. Robinson recommended putting  
44 her in rotation for next year as she feels it is not appropriate to go back and try to make a  
45 calculation. After a discussion about setting the actual date to process this bonus in December, a  
46 motion was made by Bob Carnegie to set the actual operable date to December 15, 1988. Motion  
47 approved unanimously.  
48

49 Next on the agenda was the part time assistant to the Peg Access position. Glenn Fowler,  
50 UCTV Provider, has requested an assistant's position. Chairman Goodwin first wanted to note  
51 for the record that the UCTV Provider Glenn Fowler is his father-in law. The assistant job  
52 description was approved in 2011 at \$12.73 per hour and is funded from the Charter  
53 Communication franchise revenue. The Town Manager would like to move forward with  
54 interviews and filling this position. The Board agreed.  
55

56 Ms. Robinson gave an update on the FY14 budget preparation and the process. She sated  
57 that during the budget process there may be Department Managers or Boards that will  
58 recommend a change in a position that will affect the number of weekly hours or grade. Also  
59 employees that are below or above the pay range and anyone who has reached the 3<sup>rd</sup> year in the  
60 position will be moved to the medium point range. Also for consideration is to revise procedures  
61 for new employees pay rate once they meet their introductory period. There was a conversation  
62 regarding the percentage of raises and the midpoint range. Once the Personnel Board votes on  
63 salaries they will forward their recommendation to the FinCom.  
64

65 The Special Town Meeting will take place on November 14<sup>th</sup> and Member Bob Carnegie  
66 will participate by reading the Personnel Board's Article which if approved, will change the  
67 Personnel Bylaw language from "probationary" to "introductory".  
68

69 At 7:10pm the Board entered into a work session with Library Director, Matthew  
70 Bachtold, to review and qualify applicants for the position of Library Circulation Clerk. At the  
71 end of the work session at 7:50pm, by unanimous consent the Board forwarded 14 candidates'  
72 names (2 sets of 7) to the Library Director and Board of Library Trustees for them to pursue.  
73 Personnel Board Member Dave Scribner will participate in the interviews.  
74

75 Meeting minutes of September 17, 2012 was unanimously approved after a Motion was  
76 made by Bob Carnegie.  
77

78  
79 Upon motion by Bob Carnegie, the meeting adjourned at 7:56 pm.  
80

81 Respectfully submitted,  
82 Karen Varney  
83 Clerk  
84  
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