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Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: December 19, 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 by Chairman Goodwin at 6:34 pm.

Library Director Mathew Bachtold began the meeting by presenting an overview of a department re-organization plan he and the Library Trustees are proposing for FY14. Mathew explained that currently there are 3 Circulation Clerks working 15 hrs per week and 1 Circulation Specialist working 23 hrs per week (budgeted for 25 hrs) equating to a total of 70 hrs per week. The current Circulation Specialist is retiring at the end of this fiscal year, thus the plan to re-organize.

The proposed re-organization would put in place 4 Circulation Clerks at 19 hrs per week increasing their weekly hours by 4. In his opinion, this plan will give him the flexibility to promote the Circulation Clerks to Circulation Specialist as their skills and responsibilities develop. Mathew also spoke of adding a new position as Library Page at 9 hrs per week starting at \$10 per hour performing duties as book shelving, processing, maintain collections and displays. This position would have no responsibility assisting with circulation and helping patrons. This overall proposal would add more hours of circulation coverage. There is the possibility of increasing the Library's Saturday hours an additional 3 hours. Mathew inquired about the posting process and asked if he and the Library Trustees could make that determination in the promoting of the Circulation Specialist and not a job posting process. After discussion and input by the Town Manager, it was agreed that it would be the responsibility of the Library Director and the Library Trustees. The increase in salaries depends on the promotion. Currently there are 2 clerks at the proficiency rate A making \$14.64 per hour, while the B proficiency rate would be \$16.40. The person currently working as the Circulation Specialist, who is retiring, has been an employee for 22 years and is at the highest rate and therefore there will be a lower budgeted amount for this position for FY14. If his figures are correct, Mathew is looking at a \$3,000 increase to make this overall re-organization. It was noted that the State Certification requires 2½% increase in total operational budget per year.

42 In regards to the above job descriptions, there were a few minor modifications that Mathew
43 would like to make. These suggested modifications will be forwarded to the Library Trustees for
44 approval and then to the Town Manager and finally the Personnel Board for approval along with
45 the new position of Library Page. The Library Trustee's next meeting is scheduled for January
46 7th. Chairman Goodwin stated that the position of Library Page would be equivalent to a summer
47 hire position and therefore the Personnel Board has less involvement. The Library Director and
48 Trustees would be responsible for the hiring. In closing, Mathew announced that candidate Jeff
49 Hartman was recently hired for the vacant position of Circulation Clerk.

50
51 Town Manager Blythe Robinson stated that there is an opening as a part-time dispatcher
52 and submitted to the Personnel Board the position requisition. The department currently employs
53 4 regular dispatchers to cover the 24/7 shift. In January Upton will begin dispatching with
54 Hopedale and the sharing of resources. The Board approved the posting.

55
56 Next, in reference to the Cable Access Assistant, there was 1 applicant. Both Ms.
57 Robinson and the UCTV Access Provider Glenn Fowler will meet with this individual to
58 interview and qualify. This also was acceptable to the Board.

59
60 There was also 1 candidate for the Fire Captain's position. This candidate is currently a
61 Lieutenant. Chief Goodale has requested a member of the Personnel Board to participate in the
62 interview process. Ms. Robinson will forward this application to the members. Unanimous
63 consent from the Board to meet and qualify Lieutenant Daniel Lazarz for the Fire Captain's
64 position. A meeting will be set up in the next few weeks.

65
66 An item listed on the agenda: Class and Compensation survey will be visited by the
67 Board in the early spring of 2013.

68
69 Chairman Goodwin began the discussion of the FY14 compensation plan in accordance
70 to Section 5 of the Personnel Bylaws. After input from all members and the Town Manager, a
71 Motion was made by Bob Carnegie to recommend a 3% pay range increase. Unanimous consent
72 of the Board. Also, upon motion of Dave Scribner to recommend a COLA increase of 1 $\frac{3}{4}$ % was
73 also a unanimous consent of the Board.

74
75 Next on the agenda, Ms. Robinson gave an overview of two job description revisions she
76 would like to implement. 1) Executive Assistant to the BOS and 2) Council on Aging Director.
77 These revisions give a more comprehensive description. After review, the Board took action by a
78 Motion by Bob Carnegie to approve the COA Director's job description to a grade G.
79 Unanimous consent of the Board.

80 A motion by Bob Carnegie to accept the revised Executive Assistant to the Board of Selectmen
81 and was a unanimous vote of the Board. This job description revision will be increased 9 points
82 to 590 points however it will remain a grade D.

83
84 The meeting minutes of November 8, 2012 was unanimously approved after a Motion by
85 Bob Carnegie.

86
87 Longevity, expenses and salary vouchers were signed
88

89 In closing, Ms. Robinson stated that DPW employee Larry Bovard retired on December
90 7th and a position requisition for this Wastewater position will be forthcoming.

91
92 Chairman Goodwin is looking to meet again in mid January. One of the topics will
93 include discussion on the Meritorious Bonus Program submissions.

94
95 Upon motion by Bob Carnegie, the meeting adjourned at 8:37pm.

96
97 Respectfully submitted,
98 Karen Varney
99 Clerk

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