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Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: January 29, 2013

Location: Emergency Operations Center, 1st Floor, 20 Church Street.  
Members Present: Chairman Mike Goodwin, Bob Carnegie, and Debbie Amorelli.  
Members Not Present: Dave Scribner, Seema Kenney, Ad Hoc member 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 6:32 pm.

The Board welcomed Library Director Matthew Bachtold who gave an update on his recent meeting with the Library Trustees. Matthew was pleased to inform the Board that the Trustee’s approved the changes to the Library Circulation Clerk and the Library Circulation Specialist. All 4 positions will consist of 19 hours each. He indicated that there are 2 Circulation Clerks who will move into the Circulation Specialist position in the next fiscal year. There were some minor changes in the job descriptions that Matthew outlined. A motion made by Bob Carnegie to approve the Library Circulation Clerk and the Library Circulation Specialist job descriptions as submitted by Matthew was approved by the Board.

The new job description of Library Page was also approved by the Library Trustees after a minor change. This part time position will consist of 9 hour per week. Discussion took place as whether or not to grade this position. After discussion, Bob Carnegie motioned to accept the Library Page position as a non-grade / non-exempt position and deleting the 3<sup>rd</sup> line under Essential Functions of the job description and adding: “other similar duties” was approved by the Board. It was suggested advertising the new Library Page position at the High School and the Town Crier. Chairman Goodwin recommended the Trustees draft a procedure to screen and qualify candidates. Matthew has meet with Library Trustee Chair John Robertson about salary recommendations and is scheduled to meet with the Library Trustees on the 4<sup>th</sup> of February for further discussion.

Upon motion by Chairman Goodwin, the Board approved the 2012 report of the Personnel Board for submission to the Annual Report.

The meeting minutes of December 19, 2012 was unanimously approved after a Motion by Bob Carnegie.

43 After review and qualification of a single application for the part time Peg Access  
44 provider, the Town Manager will complete the process.  
45

46 At 7:20pm the Board entered into a work session to review applications received for 2  
47 part-time and 1 full time Police Dispatcher positions. After completion of the work session, the  
48 Board has recommended sending ten applicants for the part-time position and seven for the full-  
49 time position to the hiring process. Both Deb Amorelli and Bob Carnegie volunteered to  
50 participate in the interviews as well as Chairman Goodwin. The Board had a discussion  
51 regarding resumés received without the standard application. Upon motion by Deb Amorelli not  
52 to consider any resumé that does not contain the proper Town of Upton application was a  
53 unanimous action of the Board.  
54

55 Next on the agenda, Town Manager Blythe Robinson stated that she is proposing a few  
56 changes regarding the positions at the Council on Aging for the upcoming budget year. One of  
57 the changes will affect the Facilities/Maintenance/Transportation Coordinator position. This  
58 twenty-five hour per week position will be split to nineteen-hours for transportation purposes  
59 only. The remaining six-hours will be slated for general maintenance which will be performed by  
60 the Town Hall Facilities/Maintenance employee for the coming year. Seeing that a portion of the  
61 job responsibility will be eliminated, Ms. Robinson would like the Board to review the grade.  
62 She will make a recommendation at the next Personnel Board meeting.  
63

64 Four employee names were submitted for consideration for the Meritorious Bonus  
65 program. Chairman Goodwin stated that the Personnel Board needs to set the procedures to  
66 qualify individuals as this will be the first time this program will be implemented. Once the  
67 Personnel Board recommends, it is then forwarded to the Board of Selectmen for their final  
68 approval. Chairman Goodwin suggested the Town Manager ask the supervisor of one of the  
69 submissions for specific accomplishments that would help justify the bonus award. At their  
70 meeting in February, the Board will make their final recommendations and forward to the  
71 Selectmen.  
72

73 The Board agreed to meet on Monday, February 25<sup>th</sup>.  
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75 Upon motion by Bob Carnegie, the meeting adjourned at 8:30pm.  
76

77 Respectfully submitted,  
78 Karen Varney  
79 Clerk  
80  
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