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Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: February 25, 2013

Location: Emergency Operations Center, 1st Floor, 20 Church Street.
Members Present: Chairman, Mike Goodwin, Bob Carnegie, Tom Giblin, Debbie Armorelli and Dave Scribner.
Member not present: Seema Kenney, *Ad Hoc* Member
Others Present: Town Manager Blythe Robinson

The meeting was called to order by Chairman Goodwin at 6:42 P.M.

Meeting minutes of January 29, 2013 were unanimously approved after Motion was made by Bob Carnegie.

Chairman Goodwin signed off on the Clerk’s voucher.

During a previous meeting regarding Longevity bonuses it was unclear if the Library Director would be able to participate in this program as he is a contract employee. Chairman Goodwin stated that the State looks at the library’s annual budgeted amount and expects that amount to increase every year [in order to maintain certification]. If the Trustees were to add the one-time Longevity bonus into the Library’s budget, the State would want the following years’ budgets to increase as if the bonus amount was included every year.

Because this employee is a contracted employee (State requirement) we would typically not consider that individual in this Board’s budget. Chairman Goodwin said it makes good sense to allow the exception and to move forward and appropriate \$950.00 more in the Personnel Board’s line item for longevity payments. After discussion, Member Bob Carnegie moved to allow the exception and to approve a \$950.00 longevity bonus for the Library Director which passed unanimously.

Next on the Agenda was the Class and Compensation Survey. The Personnel Board will draft an Article for the Annual Town Meeting in May requesting an additional \$3,500 to fund the cost of this survey. Town Manager Blythe Robinson stated that there is currently \$16,785 left from a prior study and allocations received over the past few years. By adding \$3,500 this will bring it up to just over \$20,000. After discussion on whether or not the \$20,000 would be a

42 sufficient amount, a Motion was made by Bob Carnegie to approve submitting a Warrant Article
43 for \$3,500 for the Class and Compensation Survey. This Motion passed unanimously.
44

45 On February 19th the Board of Selectmen appointed Fire Lieutenant Dan Lazarz as Fire
46 Captain after completing a written test, an interview, and an assessment center. As a result, there
47 is now a vacancy in the position of Fire Lieutenant. A Motion to approve a posting for the
48 position was made by Bob Carnegie with unanimous approval. Chief Goodale will follow up
49 and post this position at his convenience.
50

51 Due to the possibility of the Town Hall moving to temporary quarters during renovations,
52 Ms. Robinson gave the Board an overview of the COA revised job description of the Facilities
53 Maintenance/Transportation Coordinator position. The maintenance duties will be removed
54 bringing this position to a grade B however the salary (for the incumbent) will remain the same.
55 The weekly hours will be reduced to 19 per week for the transportation responsibilities. The
56 full-time Town Hall Custodian would then be responsible for the maintenance of the COA. This
57 action will take effect on July 1. Ms. Robinson noted that if the Town Hall renovations are not
58 approved at the Annual Town Meeting, adjustments to the budget will be needed.
59

60 The Board welcomed Collector/Treasurer Ken Glowacki who came before the Board to
61 present his proposal to increase his Assistant Treasurer/Collector's weekly hours by 4 (from 24
62 to 28). He stated that his Assistant Ann Perkins spends her lunch hour assisting customers and
63 feels that she deserves the same benefit as other town hall employees who work during their
64 lunch period. After discussion, upon Motion by Bob Carnegie, it unanimously voted to increase
65 the weekly hours from 24 to 28. This will be effective immediately. The Treasurer/Collector
66 said his current budget was able to support the increase for the remainder of the fiscal year.
67

68 Collector Glowacki also inquired about the Meritorious Bonus program adding that he
69 would like to submit his Assistant Treasurer/Collector's name and asked about the process.
70 Town Manager Blythe Robinson stated that she previously included this information in her
71 Manager's report and outlined the process at her staff meetings. The Department Manager
72 would need to indicate on the employee's performance evaluation the reason this employee
73 should be awarded this bonus. Currently there are three submissions for consideration.
74 Chairman Goodwin, while noting that there is no deadline for this program, the (Town By-Law)
75 Article states that submissions will be reviewed the first Personnel Board's meeting in February.
76 Mr. Glowacki did not have the performance evaluation with him. The Board deferred their
77 decision for later in the meeting.
78

79 Ms. Robinson gave an overview of filled vacancies: a part-time position on the UCTV
80 was filled by Milford Student R.J Sheedy. There is a vacancy in the COA for a Department
81 Specialist with applications due by March 7th. There is a part-time position for a Town
82 Accountant. Ms. Robinson said she interviewed an individual from Gloucester who is the City
83 Auditor and he may be available to help out on a short-term basis. Ms. Robinson stated that she
84 is looking into the idea of sharing resources with other towns. Member Bob Carnegie suggested
85 looking into the Town of Southborough as they have a part-time Town Accountant. In regards to
86 filling the full-time dispatcher position, candidate Patrick Sheridan will be appointed next week.
87

88 In reviewing Mr. Glowacki's request to submit his Assistant Treasurer/Collector for the
89 meritorious bonus program, the Board agreed to proceed with the names already submitted.

90
91 At 7:30 P.M. the Board entered into a work session to review the FY14 compensation line
92 items.

93
94 After review, a Motion was made by Bob Carnegie to accept the FY14 compensation
95 plan. This was a unanimous vote of the Board.

96
97 Ms. Robinson gave an overview of the FY14 Fire Department budget and commented
98 that an additional \$35,000 has been added for salary overtime. This has not been budgeted
99 correctly the last two years.

100
101 In closing, the Board decided to defer any action on the applicants for the meritorious
102 bonus program. They will discuss ground rules, policy, format and bonus amounts at their March
103 meeting.

104
105 Upon motion by Tom Giblin the meeting adjourned at 8:29 P.M.

106
107 Respectfully submitted,
108 Karen Varney
109 Clerk

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111