

Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: March 12, 2013

Location: Emergency Operations Center, 1st Floor, Fire Station, 20 Church Street

Members Present: Chairman Mike Goodwin, Debbie Amorelli, Bob Carnegie, Tom Giblin, 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 6:37 P.M.

Meeting minutes of February 25, 2013 were unanimously approved upon motion by Bob Carnegie.

First, the Board chose to consider two of the three the Meritorious Bonus Program submissions. After a work session, Tom Giblin moved the following: to recommend the Selectmen approve an award of \$2,200 for Paula Deiana and \$1,100 for Sandra Hakala under this Program. The motion was approved unanimously. Chairman Goodwin will communicate the recommendations to the BoS.

Next, the Board then revisited the Recreation Director's proposed salary. The amount voted on at the February 25, 2013 meeting was incorrectly listed \$18,087.30 and should have been \$23,887.50 as originally recommended by the Recreation Commission. The motion by Tom Giblin to recommend the salary for the Recreation Director of \$23,887.50 was approved after adoption by a unanimous vote.

The next topic the Board considered was to screen and qualify applicants for the following two positions: Town Accountant and COA Department Specialist. After another work session, by unanimous consent, the Board qualified four applicants for further consideration for the position of Town Accountant.

For the position of COA Department Specialist, upon motion by Tom Giblin, the Board voted unanimously to provide the Town Manager 10 names of applicants in two tiers: five names in Tier I and four names in Tier II. The Town Manager will place the tenth name in one of the tiers at her discretion based on the result of a phone call between her and the applicant.

The Town Manager will seek representatives from this Board to participate once the interview schedules are in place.

44 Lastly, the Town Manager updated the Board on the following items: A) next week the BoS  
45 will appoint three, part-time communications officers; B) she wrote the posting for the Fire  
46 Lieutenant position and will send it to the Chief for review; and C) she asked the Ken Glowacki  
47 (Treasurer/Collector) to assess his budget to see if he is able to start paying the Assistant T/C for  
48 28 hours right away [see minutes from 2-25-13]. She is waiting to hear back from him.  
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50 Upon motion by Bob Carnegie the meeting adjourned at 8:02 P.M.

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52 Respectfully submitted,  
53 Mike Goodwin  
54 Chair

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56 Documents used:

57 A) e-mail from Rec Com Chair, R.Gazoorian to PB chair, 2/5/13

58 B) PB FY14 master salaries (Excel)

59 C) Position Descriptions: Town Accountant, COA Department Specialist

60 D) Town of Upton Personnel By-Law

61 E) 2012 Performance Reports (P.Deiana, S.Hakala)

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