

Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: May 2, 2013

Location: Training Room, 2nd Floor, Fire Station, 20 Church Street

Members Present: Chairman Mike Goodwin, Debbie Amorelli, Bob Carnegie

Members not present: Tom Giblin, Dave Scribner, and Seema Kenney, *Ad Hoc* Member

Others Present: Town Manager Blythe Robinson and Library Director Matthew Bachtold

The meeting was called to order by Chairman Goodwin at 7:08 P.M.

The Board welcomed the Library Director to discuss the Personnel Requisitions for the positions of Library Circulation Clerk and Library Page. This Circulation Clerk position will become vacant in mid-to-late June following the retirement of Donna Kempton and will be filled after the start of the next fiscal year. Upon motion by Bob Carnegie, the Board unanimously voted to approve the requisition.

Next, the Board considered the requisition for the position of Library Page. As a new position, it will require funding approval at next week's town meeting. Upon motion by Deb Amorelli, the Board unanimously approved the requisition.

The Director then inquired about the process for selecting a Library Page after the first one leaves. As the position is the temporary/seasonal type, the hiring authority only has to notify this Board that the Library is going to hire the next Page. He then inquired about the board's involvement in the screening and interviewing process in hiring the first Library Page. There being no requirement in the by-laws requiring our involvement, the Board indicated that one of us would participate upon the Library Director's request.

Upon unanimous consent, the meeting minutes of March 12, 2013 were approved as written.

The Town Manager then distributed the applications for the position of Fire Lieutenant. The Board recessed to individually reviewing them. Following the recess, the Board first considered the proposed changes to the job description. The first change was to append this requirement: "Must have successfully completed a Mass. Fire Academy Officers Training Course – Fire Officer I" by adding "within 18 months." The second change was to add "Emergency Medical Technician certification preferred." The last change was in the Minimum Qualification Section by adding "Three years of experience within Upton Fire & EMS." Upon motion by Deb Amorelli, the changes were unanimously approved. The Board then recommended three applicants to move to the next step in the hiring process.

45 By unanimous consent upon motion by Deb Amorelli, the Board then approved the position
46 requisition for the position of Water/Wastewater Operator in Training for the current vacancy.

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48 The Town Manager advised she has the internal and external postings for these positions ready
49 begin advertising tomorrow: Library Circulation Clerk, Library Page, and Water/Wastewater
50 Operator in Training. By unanimous consent, the Board also recommended advertising for
51 replacement of this Board's Department Assistant.

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53 The chair then reviewed the Town Meeting Article seeking \$3,500 to fund the remainder of the
54 money needed for the upcoming classification & compensations survey. He will read the article
55 that night.

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57 The Board next considered the topic of compensation for working above one's own position.
58 The Town Manager advised the Board the Social Services Coordinator, Holly Whalen has been
59 performing some of the duties of the COA Director during his absence and it is fair to
60 compensate her accordingly. The chair's motion that "the Personnel Board is aware of the
61 circumstances at the COA and recommend Holly Whalen be compensated for working a
62 proportion of the COA Director's position at a rate to be determined by the Town Manager for
63 an indefinite time" was unanimously approved.

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65 The Town Manager informed the Board that she hired Kenny Costa, who has been serving as the
66 interim, as the new Town Accountant.

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68 The Board plans on meeting during the first week of June.

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70 Upon motion by Bob Carnegie the meeting adjourned at 8:16 P.M.

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73 Respectfully submitted,
74 Mike Goodwin
75 Chair

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78 Documents used:
79 A) Personnel Requisitions: Library Circulation Clerk, Library Page, Water/Waste Water
80 Operator in Training
81 B) Position Descriptions: Library Circulation Clerk, Library Page, Fire Lieutenant
82 C) Town of Upton Personnel By-Law