

Personnel Board

Town of Upton



Massachusetts

Meeting Minutes: June 5, 2013

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

Members Present: Chairman Mike Goodwin, Debbie Amorelli, and Dave Scribner

Members Not Present: Bob Carnegie 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 6:35 P.M.

The first item taken up by the Board was to screen & qualify applicants for the Library Circulation Clerk. Together with the Library Director, the Board qualified 10 applicants to move on to the next step in the hiring process.

The Board and Library Director mutually agreed that this Board's assistance was not needed in screening & qualifying applications for the seasonal-equivalent position (part-time intermittent) of Library Page. The Board also indicated that the current applicant pool can last into the fall if the Library Director finds it necessary to hire another Page if the first Page leaves after the summer is over.

Along with the Town Manager, the next item the Board took up was to screen & qualify applicants for the following positions:

- a) Water/Wastewater Operator in Training: the Board qualified and forwarded four names to the Town Manager for the next step in the hiring process; and
- b) Department Assistant to the Personnel Board: both names were forwarded to the Town Manager for the next step in the hiring process.

The Board unanimously consented to approve the requisition for the Department Assistant to the Personnel Board.

For all three positions to be filled, once the interview schedules are set, the Board will send a member to participate based on their respective availability.

The meeting minutes of May 2, 2013 were approved by a vote of 2-0 upon motion by Deb Amorelli, with Dave Scribner abstaining.

Upon motion by Deb Amorelli, the Board voted to authorize the Chair to be the single signatory on the longevity voucher in the amount of \$248.74 for Denise Smith as a 10-year employee.

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46 Next, the Board reviewed a letter from the COA Director. The Chair will send a reply referring  
47 to the approved meeting minutes of March 12, 2013.

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49 The last item was the Request for Proposal (RFP) for the upcoming Classification and  
50 Compensation Survey. The Town Manager provided an initial draft of the RFP. She will be  
51 adding some language on qualifications and how the bid will be awarded. Within about a week,  
52 she will send the draft to the Board seeking comments and input. The Board will then take up  
53 that version at its next meeting. Members indicated the target date for the meeting to be either  
54 June 19 or 20.

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56 The Town Manager indicated that her office will soon be preparing Employee Action Forms for  
57 supervisors to review and sign reflecting changes to the payroll amounts become effective July 1.

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59 As there was no further business, the meeting adjourned at 7:59 P.M. upon motion by Dave  
60 Scribner.

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63 Respectfully submitted,  
64 Mike Goodwin  
65 Chair

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