



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: August 8, 2013

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

Members Present: Chairman Mike Goodwin, Bob Carnegie, Tom Giblin, and Dave Scribner

Members Not Present: Debbie Amorelli

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Personnel Board Assistant Erika Geyer

The meeting was called to order by Chairman Goodwin at 6:30 P.M.

Minutes from the June 20, 2013 meeting were approved by unanimous consent upon motion by Tom Giblin.

The Chair briefed the Board on the Fire Department's authorization to have two captains and three lieutenants; there are currently one captain and two lieutenants. Department has approved a maximum of two captains and as long as they do not exceed two captains, otherwise there can be any combination. They may hire a fourth lieutenant instead of hiring a second captain. Motion to accept and approve any combination not to exceed two captains and three lieutenants was approved by unanimous consent.

The Town Manager briefed the Board on the current Director of Council on Aging's leave status. His twelve weeks of FMLA and 166 days of STD have been exhausted. The Board consented to the Town Manager's recommendation to hire someone on a temporary/part time basis for administrative purposes.

The Town Manager informed the Board that Harper's payroll will now be able to track time off on employees' payroll.

The Board discussed their initial review of the Classification and Compensation Survey proposals from DIJ and HRS. The Town Manager and the Board agreed to hold finalist interviews. The Town Manager has agreed to request recommendations from other towns that have used these firms in the past. The Personnel Board Assistant will coordinate Board members' schedules for interviews at the end of August.

The meeting adjourned at 7:06 P.M. upon motion by Tom Giblin.

Respectfully submitted,

Erika Geyer
Personnel Board Assistant

PERSONNEL BOARD

Michael Goodwin, Chairman
Debra Amorelli
Robert Carnegie
Thomas J. Giblin III
David Scribner

TOWN MANAGER

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