



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: August 28, 2013

Location: Training Room, 2nd Floor, 20 Church Street.

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

Members Not Present: Debbie Amorelli, Tom Giblin

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

The meeting was called to order by Chairman Goodwin at 5:03 P.M.

Minutes from the August 8, 2013 meeting were corrected to reflect Dave Scribner's abstention from the approval of the June 20 minutes.

Town Manager briefed the Board on the current 20 scheduled hours of the UCTV PEG Provider employee. He is currently training and teaching two students. There are nearly 20 years of tapes that need to be reviewed, which he expects to take an additional 5 hours per week. The additional 5 hours would cost \$5,000 per year. The Board accepted this additional cost.

The Town manager informed the Board that Bonnie Lopez scored the highest on the exam. It is to be determined if she will wear Lieutenant Rank when not on call.

The Town Manager informed the Board the COA Director remains on leave and that they expect a resolution soon. Ms. Robinson hired an interim part time employee to assist in the front office and that has been working out well.

The Board outlined and decided upon who would ask each question to the candidates for the compensation/classification study finalist interviews. The Board will interview Don Jacobs of DIJ Consulting and Sandy Stapczynski of Human Resources, Inc.

Don Jacob's has 14 years of municipal consulting experience he was a town manager prior to starting his sole proprietorship. He has worked in local government business for over 30 years and has been working mostly in the HR field and around the country. For this reason, he has a management perspective.

Sandy Stapczynski prepared a presentation of her company's strength's and background. They have served over 300 local governments with over 500 studies and individual assignments. She has a strong background in the municipality sector; compensation/classification is 75% of her projects. She is connected to Municipal Resources, Inc. which is an additional resource.

PERSONNEL BOARD

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

TOWN MANAGER

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Don and Sandy both confirmed that they will look to the Town to assist with coordination of employee interviews, logistics, and any current information relative to the study.

Don explained that he will interview both employees and the management team to get both perspectives; however, the Town is the decision maker on the employees' job descriptions. Emphasized that the success to the study would be in the employees' understanding and communicating between all parties. Sandy explained that she will interview all employees that wish to be interviewed and at a minimum interview at least one employee in each position. Sandy also noted that the Town has the final say on the employees' job descriptions.

Don stated that he has made changes throughout his time consulting; he now utilizes survey data with more weight. He uses survey data to take the credibility factor off the table. He believes that the more survey data included, the less reliable the information is. Sandy will survey up to 20 communities, hoping to receive responses from at least 12-15 communities because there is not always a match for every position in every community. She also mentioned that the Department of Revenue has a lot of pertinent, public data available that she will utilize.

From a process standpoint, Don includes administration policies and describes methodology so that going forward he doesn't have to reinvent the wheel. He uses a 13 point rating criteria; there was only one instance where it didn't work. When there is a change in organization structure, this signals that classification needs to be restructured. Don believes that grade levels are to be determined by minimum and maximum qualifications; there is some salary data that might be outside of these ranges. From an external position, salary range should be comparable to survey data: benchmark salaries show if the town is paying competitively.

Sandy's point rating system is geared to the municipal government. It is a successful balanced system which ICMA published and has recommended nationwide. She states that external data is very different than internal ranking. Social service/library rate is very high and this is inconsistent because market data is low. Market data is most important for recruiting and retaining employees.

In response to the Fire/EMS parity, Don confirmed that this is an ongoing problem and that when qualifications and certifications are defined the pay structure is better understood. Sandy has seen this disparity before; she would need to analyze the current situation in order to learn how to best remedy. She would benchmark the current structure against market data.

Don's one disaster problem was a plan that wasn't implemented because of a lack of communication among the Board and the Town; it came down to a political decision. Similarly, Sandy's "disaster" project was for the same reason, a political decision.

Don estimated 140 hours and Sandy estimates 200 hours to complete the compensation/classification study.

The Board agreed that neither candidate is far greater than the other; it will come down to who they are more comfortable to work with. Sandy's presentation materials and preparation were better than Don's; however, he was a better presenter than she was. It seems they are both

equally popular in the marketplace. It seems he leans toward smaller communities than Sandy. Sandy has more depth, variety, and technological resources. The Board is concerned with how busy Sandy may be as she mentioned this a few times throughout the interview. Sandy was much better at explaining factors and communities.

Blythe will follow up with Sandy regarding pricing, survey data cost, a breakdown of the project phase, and clarification on the company's relationship with MRI. With these explanations, the Board will make a decision at the next meeting on Tuesday, September 4, 2013 at 4:30 PM.

The meeting adjourned at 7:55 P.M. upon motion by Mike Goodwin.

Respectfully submitted,

Erika Geyer
Personnel Board Assistant