



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: October 23, 2013

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

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

Members Not Present: Tom Giblin

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Personnel Board Assistant Erika Geyer; Director of Public Jeff Thompson; HR Consulting Sandy Stapczynski and Carol Granfield

The meeting was called to order by Chairman Goodwin at 6:05 P.M.

Minutes from the September 9, 2013 meeting were approved by a motion by Bob Carnegie, seconded by Dave Scribner and all voted in favor.

HR Consulting briefed the Board on the status of the Compensation & Classification Study. Sandy and Carol met with employees to explain the process. Surveys regarding rates of pay and types of benefits offered have been sent out to 20 comparable communities within a 50 mile radius and they expect to receive data back soon. A secure online database will be set up for the Town Manager to monitor the process and house all information. The Position Analysis Questionnaire will be distributed to employees in early November. Interviews with employees have been scheduled for November 15, 2013 and November 18, 2013. They will be meeting with the advisory board of the Fire Department to discuss their unique employee status situation as this is a concern for the Personnel Board, Updates to the current job descriptions will not be finalized until December; however, this does not affect the compensation piece of the project and that will be completed in time for budgeting.

Blythe voiced her concerns regarding the lack of methodology for employees to move up in their pay range because the current system does not have steps. The Board and HR Consulting discussed a performance appraisal system and how training is necessary across all departments to implement such a system. HR Consulting recommended blending the range and step system; 3-4 steps for the minimum to the midpoint and then moving to the maximum would be based on performance.

The Personnel Board and Jeff discussed the applicants for the 2 open DPW Heavy Equipment Operator positions. There were 23 applicants: Jeff and the Board decided to set up interviews with 7 of the applicants. Blythe will phone screen 2 additional applicants and then decide whether to offer them a formal interview.

**PERSONNEL BOARD**

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

**TOWN MANAGER**

Blythe C. Robinson  
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Bob Carnegie will be interviewing the applicants with Jeff on Wednesday, October 30, 2013 throughout the afternoon for 45 minutes each.

The Board approved the voucher to pay the HR Consulting \$4,000 invoice in terms of keeping with the contact.

The Town manager informed the Board that the COA Director position has been posted and will close on Thursday, October 31, 2013. The Personnel Board will meet in November to qualify the candidates.

The Town Manager also informed the Board that the Animal Control Officer has resigned; she is looking into sharing with other towns.

The meeting adjourned at 7:37 P.M. upon motion by Deb Amorelli.

Respectfully submitted,

Erika Geyer  
Personnel Board Assistant