



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: November 5, 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; Board of Health Richard Desjardins and Diane Tiernan; Council on Aging Betty Consigli and Grace Wadsworth

The meeting was called to order by Chairman Goodwin at 6:07 P.M.

Minutes from the October 23, 2013 meeting were approved by a motion by Bob Carnegie, seconded by Dave Scribner and all voted in favor.

Richard and Blythe reviewed the job description and requested changes be made: add animal inspector, reports to Board of Health and Town Manager, no trapping indoors, remove possibility to carry, remove permit to carry. Bob motioned to accept the changes, Deb seconded the motion and all voted in favor.

Six candidates were qualified for the COA Director Position. Blythe will phone screen two additional candidates. It is critical that the future director has supervisory experience. All agreed that a college degree is an indicator of performance. Betty Consigli wrote a personal recommendation letter for one of the candidates. The Town Manager reached out to the State COA Association regarding the interview process. The Bellingham COA Director will be on the interviewing panel. Bob would like to be on the panel, Deb and Dave are available.

The Board approved the Longevity Voucher for Matthew Bachtold.

The Town Manager updated the Board on the status of the classification and compensation survey: employees need to complete the surveys. A future meeting date will be scheduled for the beginning of December.

The meeting adjourned at 7:02 P.M. upon motion by Bob Carnegie.

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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