



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: December 10, 2013

Location: EOC Room, 1st Floor, 20 Church Street.

Members Present: Chairman Mike Goodwin, Debbie Amorelli, Dave Scribner, Tom Giblin

Members Not Present: Bob Carnegie

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Personnel Board Assistant Erika Geyer; Sandy Stapczynski of Human Resources Services, Inc.

The meeting was called to order by Chairman Goodwin at 6:43 P.M.

Minutes from the December 10, 2013 meeting were approved by Tom Giblin, seconded by Deb Amorelli.

Sandy from HRC presented a draft of the Market Data showing where Upton falls in comparison to the mean, median and certain percentiles of compensation among 15 communities. There are some positions that fall above or below the 10% acceptable range and these positions concern Sandy the most. The Board made decisions on certain policies so that HRC can create the most impactful plan.

The Board decided that they would like pay level to compare to the 75th percentile. The Town wants to pay firstly on job content and performance then cost living; seniority/longevity is handled separately. The Board would like the compensation matrix to be constructed on a combination of a range (given examples/samples for how an employee can move up) and on quartiles. HRC and the Board stresses that the policy of how an employee moves between a range or a quartile is most important.

There was one application submitted for the Veteran's Director Position. If there are any other applications within the next few days, the Town Manager will act on behalf of the Board in making a decision.

The Town Manager informed the Board that the COA direct accepted the position; she will start on January 6, 2014. The Rockwood Meadow Estates have a handicap accessible van and will need to hire a second driver. Shawn Marchand was promoted to fourth chair as Lieutenant. Contracting is not available for an Animal Control Officer. The Board of Health is still collecting data on the amount of work and time the position requires.

The meeting adjourned at 8:19 P.M. upon motion by Tom Giblin and seconded by Dave Scribner.

Respectfully submitted,

Erika Geyer
Personnel Board Assistant

PERSONNEL BOARD

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

TOWN MANAGER

Blythe C. Robinson
One Main Street • Suite 1
Upton, MA 01568
T: 508.529.6901
F: 508.529.1010