



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: February 5, 2014

Location: Emergency Operations Center, Fire Station, 20 Church Street

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

Members Not Present: Tom Giblin

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Library Director Matthew Bachtold

The meeting was called to order by Chairman Goodwin at 6:14 P.M.

Sandy Stapczynski, HRS Inc., provided a draft of the Classification & Compensation Study and joined the meeting by telephone to discuss the progress. As the pay ranges were based on FY14 data, she indicated the Board should recommend an amount for COLA. For planning & budgeting purposes, the Board asked her to adjust the ranges by both 2% and 2.5%.

Following the update, the Board voted unanimously to the concept of the salary schedule and that moving within a pay range should be based on performance and not longevity or steps, except for the pay schedule for call Firefighter & call EMTs which is projected to have steps. At the Board's request, Sandy will provide some guidelines for the Board when it considers policies regarding "pay for performance" for FY16.

The final plan should be available for the Board's next meeting.

Minutes from the January 8, 2014 meeting were approved by consent with Deb Amorelli abstaining.

Next, the Board considered longevity bonuses for all Library employees. Due to how the state expects the Library's budget to increase each year, any one-time expense, such as a longevity bonus, may adversely affect the Library's certification. As such, the Board voted unanimously to include all Library employees' longevity bonuses into the Personnel Board's budget.

No member proposed any articles for the Annual Town Meeting.

The Board deferred action on the Meritorious Bonus Program submissions until its next meeting which was scheduled for February 24.

The Town Manager informed the Board that, now that the new COA Director is in place, the process for filling the Department Specialist vacancy, which had been postponed since last year, will resume shortly.

Upon motion by Bob Carnegie, the Board voted unanimously to adjourn at 7:50 P.M.

Respectfully submitted,

Mike Goodwin
Chair

Document used: draft Classification & Compensation Survey, prepared by HRS, Inc., dated 2/5/14.

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