



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: February 24, 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; Assistant Erika Geyer

The meeting began at 6:03 P.M.

Sandy Stapczynski, HRS Inc., provided a second draft of the Classification & Compensation Study with requested changes. Sandy went through a list of recommendations. Most importantly, strengthen the performance evaluation system; same grade means internal equity/consistency; if allowable in the budget, get all employees in range by July 1 with COLA.

Sandy discussed the appeals process; she recommends letting the dust settle before discussing with employees. There will be an additional charge for HRS Inc. to hear the appeals process. She does not recommend giving out the rating points publicly. It is important to note that the employee is agreeing or disagreeing with the job description, not the market data.

Sandy is to check on her stipend vs. hourly recommendation as it was not included in the most updated draft. An error on page 36 will be changed in the following draft, as well.

Bob Carnegie moves to accept the Compensation and Classification Study with minor changes, Dave Scribner seconded and all voted in favor.

Dave Scribner voted to recommend a 2.5% COLA to the Board of Selectmen, Bob seconded, and all voted in favor.

Mike Goodwin received an anonymous letter with an excerpt from the town crier questioning why Upton Board members do not receive compensation when Mendon Board members do receive compensation for their time. The Upton By Law states that they cannot be compensated.

Meritorious Bonus denominations were voted upon and determined by the Board after consideration and recommendation from the submissions. Holly Whalen and Paul Marchand will be honored with a \$1,000 Meritorious Bonus and Jeff Hartman will be honored with a \$500 Meritorious Bonus.

Minutes from the February 5, 2014 meeting were approved upon motion by Dave Scriber and seconded by Bob Carnegie.

The Town Manager informed the Board that she will advertise for the Cable Assistant. The Board of Health is to propose more hours for the town nurse and assistant.

Upon motion by Dave Scribner, the Board voted unanimously to adjourn at 7:51 P.M.

Respectfully submitted,  
Erika Geyer  
Personnel Board Assistant

Document used: draft Classification & Compensation Survey, prepared by HRS, Inc., dated 2/22/14.

**PERSONNEL BOARD**

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

**TOWN MANAGER**

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