



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: March 24, 2014

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

Members Present: Chairman Mike Goodwin, Bob Carnegie, Dave Scribner, Tom Giblin

Members Not Present: Debbie Amorelli

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Assistant Erika Geyer, Board of Health: Richard Desjardins and Richard Robinson

The meeting began at 6:03 P.M.

Minutes from the February 24, 2014 meeting were approved upon motion by Tom Giblin and seconded by Bob Carnegie.

Longevity Voucher was approved and signed for Steven Zaloga's 25 Year Bonus.

The Board screened the cable assistant applicants and decided that all three candidates were qualified. The Town Manager and Cable Manager will conduct interviews and make a final determination.

The Board qualified the Department Specialist at the Council on Aging applicants and determined that all but one candidate is qualified. The Town Manager, COA Director, and a member of the Personnel Board will interview the applicants. Blythe will coordinate with the Board when the interviews have been scheduled.

The Board of Health is requested a change in hours for the Assistant Public Health Supervisor to 7 hours per day, totaling 35 hours per week. The Board of Health members believe that the work load is too much for the current schedule and the projected workload will be even more burdensome with the current schedule. The Board will approve the change in hours with a stipulation that the hours will be monitored and revisited in 6 months to a year if the additional hours are still needed with motion by Bob, seconded by Dave and abstained by Tom.

The Town Nurse hours will remain at 20 per week, other Towns are interested to hire for the additional 20 hours per week. The current Town Nurse also acts as the Health Agent for a total of 7 hours per week; if she is to be hired by another town for 20 hours, the town will easily be able to fill the Health Agent position.

The Personnel Board discussed with the Board of Health that stipend positions of more than a certain amount (\$500 or \$1,000) should be changed to hourly and require a timesheet. The Board of Health is collecting and analyzing data on the Animal Control Officer for this purpose and an ACO will be hired at the beginning to the middle of the range.

The Town Manager walked the Board members through the salary recommendations for fiscal year 2015. A Few employees' salaries need corrections after the 2.5%: orange highlighted employees are the fire department, which are being reorganized and shifting dollars; red highlighted employees are already at the maximum; green employees are below the range current, but the 2.5% COLA will put them just above the minimum, should be kept at this point and not decreased to less than 2.5%; blue highlighted employees are below the minimum and will be moved to the minimum.

The Town Clerk and the Emergency Management Director will need to be put on pay plan, they are highlighted in yellow. These positions we appointed and will now be appointed; they are at-will employees and do not require a contract. Blythe requests the start at the middle of the range because of their tenure and expertise.

PERSONNEL BOARD

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

TOWN MANAGER

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There will be two new part time Council on Aging employees to be van drivers (not to be combined to one full time position) and a part time custodian.

Tom moved to approve the recommendations with the correction of the Assistant Public Health Supervisor hours and Bob seconded the motion. Mike Goodwin will discuss with the financial committee. Blythe is planning to send to all the departments on Wednesday, April 2, 2014.

The Town Manager requested that the Board review the Sample By-Law for Compensation of Elected Officials. The chair identified a conflict of interest and recused himself. Tom motioned to approve that the Selectmen put it on the warrant, which was seconded by Dave and approved unanimously.

The Town Manager informed the board that the Health Advisory Committee has confirmed the medical renewal. The renewal was initially at 9% increase over current, but with plan design changes, the Committee was able to reduce by 3.2%.

Sandy of HRS, Inc. has not yet completed the job descriptions; once these have been provided, the Board will make final payment.

The Treasurer/Collector position is to be changed from elected to appointed and will be written the same as the Town Clerk.

Upon motion by Tom Giblin, the Board voted to adjourn at 7:51 P.M.

Respectfully submitted,
Erika Geyer
Personnel Board Assistant

Documents used: PB Master Salaries FY15 Second Excel File; Sample By-Law, Compensation for Elected Officials