



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: April 28, 2014

Location: Training Room, Police Station, 30 Church Street

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

Members Not Present: Tom Giblin

Others Present: Town Manager / Personnel Coordinator Blythe Robinson; Assistant Erika Geyer; Chairman Board of Assessors Charles Marsden; Fire Chief Aaron Goodale

The meeting began at 6:03 P.M.

Minutes from the March 24, 2014 meeting were approved upon motion by Bob Carnegie and with unanimous consent from the board.

Longevity Voucher was approved and signed for Carol Peterson's 25 Year Bonus.

Charles Marsden, Chairman of Assessors, joined the Board to discuss their Department Coordinator's FY 2015 merit increase. He proposed keeping the board members' stipend flat and giving the increase to the Department Coordinator; increasing the recommendation from 2.5% to 3.5%. The Personnel Board believes that the letter outlining Mrs. Tardy's performance warrants a merit bonus; however, Mr. Marsden was unwilling to go this route, he is adamant in requesting a 3.5% increase. He understands that this should have been brought to the Personnel Board's attention earlier, however the timing with the classification/compensation study was a burden. Please note: Chairman Mike Goodwin recused himself from the decision making and voting as he is in a conflict of interest. Bob moved to accept the recommendation and Debbie seconded the motion for a 3.5% increase to the Department Coordinator's salary, but with no recommendation to how it would be financed. The Town Manager will communicate the decision to finance and Michael Goodwin has emailed them as well.

Fire Chief joined Board to discuss the job description and rating position for the Firefighter/EMT – Paramedic. Upton is one of the last communities not providing ALS, only 5 other towns, all of which are located west of Worcester. Fire Chief is meeting with the union to approve two positions; most employees are interested in getting certified. Bob moves to accept the memo from HRS, Inc.'s recommendation to position the Firefighter/EMT – Paramedic in Grade 6, Dave seconded the motion, and all voted unanimously in favor.

Sandy of HRS, Inc. has not yet completed the job descriptions; once these have been provided, the Board will make final payment. Blythe is requesting that Job Descriptions be completed for Code Enforcement, and the Board voted to have Blythe handle the pricing negotiations.

Dave has volunteered to read the Motion to add the ByLaw (re: Stipends for Elected Officials).

The Town Manager updated the board that the Treasurer/Collector application has been posted.

Upon motion by Dave Scribner and seconded by Bob Carnegie, the Board voted to adjourn at 7:43 P.M.

Respectfully submitted,
Erika Geyer
Personnel Board Assistant

Documents used: Memo from Human Resources, Inc Re: Firefighter/Paramedic
Memo from Board of Assessors, Re: FY 2015 Merit Increase

PERSONNEL BOARD

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

TOWN MANAGER

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