



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: July 22, 2014

Location: Emergency Operations Center, Fire Station, 20 Church St.

Members Present: Chairman Mike Goodwin, Bob Carnegie and Dave Scribner. Member Jane Geinger arrived at 6:55 P.M.

Members Not Present: Debbie Amorelli

Other Present: Town Manager Blythe Robinson

The meeting was called to order by Chairman Goodwin at 6:00 P.M. and then recessed while waiting for more members to arrive. The meeting reconvened at 6:22 P.M. with 3 members present.

The Board reviewed applications for the position of Social Services Coordinator and by unanimous consent, qualified 10 applicants to move to the next step in the hiring process. Dave Scribner volunteered to sit on the panel.

The Town Manager updated the Board on several items:

- a) The Firefighter/Paramedic hiring process is down to three applicants for two positions. Once chosen, the two finalists will be given a conditional job offer, then will undergo the physical exam, physical agility exam, and the remainder of the background check.
- b) There are two applicants for part-time van driver at the Council on Aging, and there is one applicant for the fill-in position at the Public Works. These should be completed in the couple of weeks.
- c) On July 21, the Board of Selectmen adopted the health-care policy outlining which Town employees are eligible for benefits upon retirement.
- d) She reviewed the memorandum from Town Counsel advising that since the Town adopted the specific provisions in the general laws, town meeting cannot set the rates for health care contributions; only the Selectmen are authorized to do so. Any article in the Personnel By-Law is merely advisory; ours will have to be reviewed and updated at an appropriate time.

Member Jane Geinger arrived. The Board briefly reviewed with her the process recently used for screening & qualifying applicants for the position of Social Services Coordinator.

The meeting adjourned at 7:05 P.M. upon motion by Dave Scribner.

Respectfully submitted,

Mike Goodwin, Chair
Personnel Board

Document used: Kopelman & Paige memo via email– “Kopelman and Paige, P.C. eUpdate: Town Meeting Lacks Authority to Adjust HMO Premium Contributions” dated: 7/17/2014.

PERSONNEL BOARD

Michael Goodwin, Chairman
Debra Amorelli
Robert Carnegie
Jane Geinger
David Scribner

TOWN MANAGER

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