



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: September 30, 2014

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

Members Present: Chairman Mike Goodwin, Bob Carnegie and Debbie Amorelli and Jane Geinger

Members Not Present: Dave Scribner

Others Present: Town Manager Blythe Robinson and Fire Chief Aaron Goodale

The meeting was called to order by Chairman Goodwin at 6:07 P.M.

The Board reviewed the Fire Chief's request to add per diem shifts for EMS. The Fire Department is required to complete a schedule for the state and they have allowed Upton to stagger commitment over a 3 year period. Fire Chief is requesting per diem staff to fill in shifts, this will not cost more because there will be no benefits as they will not be new hires. Fire Chief would like to expand the current Reserve Firefighter job description to include EMS as well, any type of staff with special skills. The Board will review updated job description at the next meeting. Bob moves to accept the proposal to add per diem staff.

Bob motioned to approve the requisition to advertise for the Recreation Coordinator, Debbie seconded this motion.

Members of the Board elected Mike Goodwin as Chairman.

Debbie briefed the Board on the interviews for firefighters/paramedics and voiced many concerns regarding processes. Bob has volunteered to present a more formal interview and review process for department heads and hiring authority. The Board will be discussing in more detail at the next meeting.

The Town Manager updated the Board on multiple topics:

- a. The Council on Aging director has been well embraced by seniors
- b. Town participated in bid with Northbridge and hired a firm for custodial after hours, which does not affect activities throughout the day
- c. Town is looking to hire a facilities manager, possibility to contract service

The Board will meet on Tuesday October 14, 2014 at 6:00 PM in the new Town Hall.

The meeting adjourned at 7:32 P.M. upon motion by Bob Carnegie.

Respectfully submitted,

Erika Geyer  
Personnel Board Assistant

**PERSONNEL BOARD**

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

**TOWN MANAGER**

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