



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: October 14, 2014

Location: Ground Level, Town Hall, 1 Main Street

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

Members Not Present: Not Applicable

Others Present: Town Manager Blythe Robinson, Fire Chief Aaron Goodale, and Recreation Commission Member Paul Pirozzi

The meeting was called to order by Chairman Goodwin at 6:03 P.M.

Bob moved to accept the Meeting Minutes from July 22, 2014, Dave seconds this motion, Debbie and Jane abstain as they were not present.

Jane moved to accept the Meeting Minutes from September 30, 2014, all in favor to approve, Dave abstains as he was not present.

The Board qualified the Recreation Director candidates based on a list of musts/wants. Blythe will call one candidate to confirm if they will be included further in the interviewing process. The Recreation Commission will interview 4 candidates. The Recreation Commission will construct questions with the assistance of the Personnel Board for this process.

The Board approved the finalized Reserve Firefighter/EMT/Paramedic Job Description with motion by Debbie, seconded by Dave, and all voted in favor. The Fire Chief confirmed that the offer letter would be explicit in the exact requirements that the person would be hired for.

The Town Manager updated the Board regarding the DPW uniform reimbursements. Because they are not of single use, the value of the uniforms will be added to employees' W-2s.

The COA van driver position will be advertised and applications will be accepted until 10/28, the Board will qualify these candidates at the next meeting. The Board will be using the new list provided by the COA of musts/wants when qualifying the candidates.

The Board discussed the Interviewing & Selection Policy and Procedure presented by Bob. Blythe is requesting that the wording "hiring manager" is changed to "hiring authority" to be consistent across all departments.

The Board will meet on Monday, November 10, 2014 at 6:00 PM.

The meeting adjourned at 7:16 P.M. upon motion by Debbie Amorelli and seconded by Bob Carnegie.

Respectfully submitted,

Erika Geyer

Personnel Board Assistant

Documents Referenced: Recreation Commission – Recreation Director Requisition; Sample Search Checklist; Reserve Firefighter/EMT/Paramedic Job Description; Draft Recruiting, Interviewing & Selection Policy and Procedure; Candidate Ranking Scorecard

PERSONNEL BOARD

Michael Goodwin, Chairman

Debra Amorelli

Robert Carnegie

Jane Gienger

David Scribner

TOWN MANAGER

Blythe C. Robinson

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