



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: November 10, 2014

Location: Ground Level, Town Hall, 1 Main Street

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

Members Not Present: Debbie Amorelli

Others Present:

The meeting was called to order by Chairman Goodwin at 6:02 P.M.

Bob moved to accept the Meeting Minutes from October 14, 2014, Dave seconds this motion, and all vote in favor.

The Board approved and signed longevity vouchers.

The Town Manager discussed the rationale behind not voting on COL adjustment at this time. She would like to pass the budget without increase and then adjust at a later time, once the union negotiations have been agreed upon. The Board agrees with the Town Manager on this course of action. All departments will be submitting salary spreadsheets by the end of the calendar year. The Board believes that this will assist in a true pay for performance plan because all evaluations will need to be submitted and justified. The Board will work with the Town Manager on the orders of how to do so.

The Board does not have any input for the Library's planning and design project at this time. The Town Manager will need to confirm a wage versus hour question and will get back to the Board regarding the Library's request for staffing and their options.

The Board qualified 2 candidates for the Van Driver position and approves to interview them.

The Town Manager updated the Board on her attendance at a health care conference. There are many regulations the town must be sure to comply with. One option will be to offer an "opt out" benefit for employees that are able to get coverage other than through the town.

The Domestic Violence Law will need to be included in the Personnel By-Law and the Board will discuss this at a future meeting.

The CPC requested an assistant, which is allowed and in their budget. The Personnel Board assistant inquired if the CPC assistant and her position could be filled by one person. This may attract more candidates because it will be a more regular schedule between both the CPC and Personnel Board. The current Personnel Board assistant will remain until the position has been filled.

The COA assistant has resigned and the Town Manager will post for this position along with the CPC/Personnel Board Assistant position job openings.

A future meeting date will be determined at a later date for early December.

The meeting adjourned at 6:56 P.M. upon motion by Dave Scribner and seconded by Bob Carnegie.

Respectfully submitted,
Erika Geyer
Personnel Board Assistant

PERSONNEL BOARD

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

TOWN MANAGER

Blythe C. Robinson
One Main Street • Suite 1
Upton, MA 01568
T: 508.529.6901
F: 508.529.1010