



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: December 9, 2014

Location: Ground Level, Town Hall, 1 Main Street

Members Present: Chairman Mike Goodwin, Debbie Amorelli, and Jane Gienger

Members Not Present: Bob Carnegie and Dave Scribner

Others Present: Janice Nowicki COA Director, Matthew Bachtold Library Director

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

The Board approved the Meeting Minutes from December 9, 2014.

The Board qualified candidates for the COA Department Assistant by outlining the musts and wants. It was decided to interview two candidates and schedule interviews for December 22nd and December 23rd in the afternoon.

There was only one applicant for the Personnel Board/CPC Department Assistant and Blythe will phone screen this applicant.

The Board approved the requisition to post vacancy for the DPW Director with a motion by Deb and seconded by Jane.

The By Law states that the Town must have an opt-out bonus for health insurance, which is similar to the current plan in place with the police department. Blythe is to do more research and this will be discussed at the next meeting.

More research is to be done regarding the Domestic Violence Leave Act/Policy and will be worked on at the next meeting.

The Board agrees with the Library's request to adjust the hours and pay for the Library Page position. They are not using the page for 52 hours per week, so would like to reduce the time to 10 hours per week for 26 weeks, but increase the wage by \$1 per hour from \$9 to \$10.

The Town Manager noted that the Board of Selection will want to discuss more formal training for hiring and performance reviews. Blythe is to draft a memo regarding the budget.

The Town is hiring two COA drivers to share the hours. The Town hired a Recreation Director to start January 5, 2015.

A future meeting date will be determined for the week of January 12th to discuss the Domestic Violence Law and to qualify DPW Director Applicants.

The meeting adjourned at 6:59 P.M. upon motion by Deb and seconded by Jane.

Respectfully submitted,
Erika Geyer
Personnel Board Assistant

Documents Referenced: email from Bob Carnegie regarding Bernadette Denson

PERSONNEL BOARD

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

TOWN MANAGER

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