



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: May 6, 2015

Location: G07 Conference Room, Town Hall, 1 Main Street

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

Others Present: Town Manager Blythe Robinson, DPW Director Vincent Roy

1. The meeting was called to order by Chairman Goodwin at 6:02 P.M.
2. The Board screened/reviewed two applications for the Water/Wastewater Supervisor position. Both candidates were recommended to the Hiring Authority, DPW Director Vincent Roy. Both were qualified to proceed to the next step in the hiring process.
3. The Board screened/reviewed nine applications for the Mechanic/Heavy Equipment Operator position. Five candidates were qualified to proceed to the next step in the hiring process.
4. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of March 23, 2015.
5. The Board approved the following two payment vouchers:
  - a. \$ 31.50 to Henry Poirier III (40-year longevity bonus).
  - b. \$187.73 to Mike Marchand (35-year longevity bonus).
6. Debbie Amorelli was chosen to read Article 13 (Domestic Violence Leave Act) & Article 14 (Employee Benefits/ Opt out Health Insurance Coverage) at the Annual Town Meeting on May 7, 2015.
7. The Town Manager then updated the Board on the Proposed Budget:

Passage of the proposed budget requires a Proposition 2 ½ override of \$1,391,632. Should the override fail, the Finance Committee requested that various departments provide a list of potential budget cuts in the neighborhood of 7.5% that may have to be implemented to balance the FY16 Budget. The Town Manager provided a list of reductions that were discussed in the event the override does not pass. She also noted that these budget cuts do not need to go into effect if the override passes and if the School Committee decides to certify a budget lower than level services. Voting on any major funding articles will be delayed. The Board of Selectman set June 4, 2015 as the continued Town Meeting date where the majority of the budget will be set.
8. The Town Manager gave an update on the COA van operations. Although one van driver has resigned, there is still one driver working two days a week as well as a volunteer working one day a week. Things at the COA are running very smoothly.
9. The Board discussed the Employee Search Committee Protocol manual. The Board agreed that the procedures detailed in the manual apply mainly to higher level positions. Upon suggestion by Bob Carnegie, the Board agreed to revisit this manual the next time an applicable job opening arises. Suggestions were made to consider other options when searching for applicants for positions of a lower level. The possible formation of a minority subcommittee to search for qualified applicants was discussed as well as a suggestion made to redesign the application format.

### PERSONNEL BOARD

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

### TOWN MANAGER

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10. Chairman Goodwin announced that he will be leaving after his term expires in this month and would like to make this his last meeting as Chair. Therefore, he will step down and take nominations for a successor Chairperson. Jane Geinger nominated Debra Amorelli. Nominations were then closed after motion by Jane. Upon further motion by Jane, Debra Amorelli was unanimously elected as the Personnel Board Chairperson.
11. The meeting adjourned at 7:03 PM upon motion by Bob Carnegie.

Respectfully Submitted,  
Deborah Teta  
Personnel Board Assistant

Documents Referenced: Applications for Water/Wastewater Supervisor, Applications for Mechanic/Heavy Equipment Operator, FY16 Budget, Special Town Meeting Articles, Search Committee Protocol Manual