



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

### Meeting Posting & Agenda

#### Details:

Board – Committee – Commission: Personnel Board  
Meeting Day, Date, Time: Monday, March 14, 2016 6:00 PM  
Location: Upton Fire Station, EOC Room, 20 Church Street, Upton MA

#### Agenda:

**RECEIVED**

*By Kelly A McElreath at 10:49 am, Mar 09, 2016*

1. Call Meeting to Order / Review the Meeting Agenda
2. Approve Meeting Minutes of February 1, 2016 Meeting
3. Review and Rate Assistant Town Clerk Job Description
4. Discuss Proposed Merit Bonus: Assessor's Office
5. Review and Approve FY16/17 Wages. Address Budgetary Requests for
  - Recreation Commission: Board Clerk (Rich Gazoorian to Address the Board)
  - Historical Commission: Board Clerk
6. Meet with Treasurer/Collector to Discuss Article #10 of the Personnel By-Law  
Compensation of Elected Officials
7. Review and Approve Revised Job Description for Conservation Agent
8. Review and Approve Job Descriptions for Fire Captain and Assistant Fire Chief
9. Discuss Library Position Opening for Circulation Clerk
10. Review Recruitment Policy and Procedure Document
11. Update from Town Manager
12. Other topics not reasonably anticipated by the Chairman 48 hours in advance
13. Adjournment

#### PERSONNEL BOARD

Debra Amorelli, Chairwoman  
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