



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: February 1, 2016

Location: Upton Fire Station, EOC Room, 20 Church Street, Upton MA

Members Present: Chairwoman Debbie Amorelli, Bob Carnegie, Dave Scribner, Jane Gienger

Others Present: Town Manager Blythe Robinson, Police Chief Michael Bradley, Board of Health Chairman Richard Robinson, Library Director Matthew Bachtold, Nate Fischer, Susan Martyak

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:02 P.M.
2. The Board signed a payment voucher for two longevity payments:
  - Tracey Tardy in the amount of \$708.66 for 10 Years of Service
  - John Poirier in the amount of \$94.80 for 15 Years of Service
3. Chairwoman Debbie Amorelli welcomed volunteers Nate Fischer and Susan Martyak, both of whom are interested in joining the Personnel Board.
4. The Board screened/reviewed twenty three applications for the Full-Time Communications Officer position. Chief Bradley is also open to looking through the applications for a possible future Part Time position. By unanimous consent ten candidates were qualified to proceed to the next step in the hiring process. A Personnel Board member will assist in the interview process.
5. The Board considered three performance-based wage increase proposals for FY17 from Matthew Bachtold, Library Director. Mr. Bachtold provided 2014 and 2015 performance evaluations and his recommendation letters to support his request. Blythe Robinson stated there will be little impact on the budget. Upon motion by Bob Carnegie, all were approved unanimously.
  - Nicole Claire, Children's and Young Adult Librarian: 2% over COLA as recommended by the Library Director and the Board of Library Trustees.
  - Susan Pfeiffer, Circulation Specialist: 2% over COLA as recommended by the Library Director and the Board of Library Trustees.
  - Regina Young, Circulation Specialist: 2% over COLA as recommended by the Library Director and the Board of Library Trustees.
6. Next, the Board reviewed a submission by Board of Health Chairman Richard Robinson for a performance-based wage increase for FY17 for Animal Control Officer Michael Moran. Mr. Robinson told the Board of the extraordinary efforts made by Mr. Moran over the past year. He professionally handled two animal hoarding situations, increased the Town's revenue by bringing the Town's dog licensing up to date and completed various barn inspections. Again, the increase will not have significant budget impact. After deliberation, the Board unanimously approved the motion made by Dave Scribner to recommend the following award:
  - A rate increase of .95 cents per hour contingent upon completion of final course for certification.

### PERSONNEL BOARD

Debra Amorelli, Chairwoman  
Robert Carnegie  
Jane Gienger  
David Scribner

### TOWN MANAGER

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7. Next, the Board reviewed a submission by Board of Health Director Richard Robinson for Meritorious Bonuses for Animal Control Officer Michael Moran and Asst. Public Health Supervisor Diane Tiernan. Ms. Tiernan has been heavily involved in several projects including addressing dilapidated, unoccupied housing. After deliberation, the Board unanimously approved the motion made by Jane Geinger to recommend the Selectman approve the following awards:
  - Michael Moran: \$1,000.00
  - Diane Tiernan: \$1,000.00
8. The Board reviewed a submission from Kelly McElreath for a Meritorious Bonus for Tracey Tardy, Department Coordinator. The Board chose to table the request until we can hear more information from Ms. McElreath.
9. Next, the Board reviewed a submission by Town Manager Blythe Robinson for several FY 2017 wage increases. She spoke highly of all candidates and highlighted their accomplishments. Blythe stated there will be little impact on the budget. Upon motion by Bob Carnegie, all were approved unanimously.
  - Kenny Costa, Town Accountant: 3% over COLA
  - Robin Fletcher, Veteran's Agent: 3% over COLA
  - Sandy Hakala, Executive Assistant: 3% over COLA
  - Glenn Fowler, UCTV Manager: 2% over COLA
10. The Board reviewed a request from Town Clerk Kelly McElreath to change the job title of Denise Smith from Department Assistant to Assistant Town Clerk. The Assistant Town Clerk would replace the Department Assistant position. At this time there is no approved Job Description for this position. The Board recommended we table this request until a formal town formatted Job Description has been developed. At that point the Board would revisit the request and invite Kelly to speak about Denise's accomplishments.
11. Blythe Robinson updated the Board on several items:
  - Reviewed the Personnel Board Budget for FY16/17 wages and the suggested changes to be made. There are still a few issues that need to be cleared up. She will keep the Board up to date as that process moves forward.
  - Notified the Board that Conservation Agent Matt Selby (our agent shared with the Town of Ashland) has left for another position and the Town of Ashland will be hiring its own agent. Therefore, the Town is in need of an agent. At this time the Town of Northbridge is also looking to hire an agent, so the Town is hoping to jointly hire someone that can serve both communities. The job description will be reviewed and the job will be posted.
  - Health insurance rate increases for our pool is in the range of 4.5% to 12.8%. We expect to be at the high end of the range due to our loss ratio. The health insurance advisory committee will be meeting and Blythe has presented a few options to them. They would all reduce the increase to the 6%-8% range.
12. The Board discussed the Personnel Board's page on the Town's new website. Suggested additions included Job Descriptions, Merit Bonus Program, Longevity Payments, and the Performance Evaluation Format.
13. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of December 14, 2015.
14. Bob Carnegie offered to prepare a program for hiring managers to explain the process and instructions for drawing up a Wants/Needs description for the Board to be used when evaluating candidates for hire.
15. Susan Martyak and Nate Fischer addressed the Board about their interest in volunteering for the Personnel Board. The Board explained to both candidates the scope and mission of the Personnel Board and how it operates. The Board decided to table further discussion until the next meeting.
16. The meeting adjourned at 8:39.

Respectfully Submitted,  
Deborah Teta  
Personnel Board Assistant

Documents Referenced: Twenty-three job applications for Full Time Communications Officer, Request for Personnel Change, Various Performance Reviews for Employees considered for Wage Increases and Merit Bonus Awards, FY16/17 Personnel Board Budget, Two Applications for Volunteer Personnel Board Members.