



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: March 14, 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, Library Director Matthew Bachtold, Treasurer/Collector Ken Glowacki, Recreation Commission Chairman Rich Gazoorian, Town Clerk Kelly McElreath, Historical Commission Chair Donna Desjardin

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:03 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of February 1, 2016.
3. Library Director Matthew Bachtold discussed the open Circulation Clerk position with the Board. Blythe will be working with Matthew to coordinate the placing of an ad and the normal review process. Several Library Trustees would like to be involved in the resume screening process and interviews. More information to follow at the next meeting.
4. Recreation Commission Chairman Rich Gazoorian approached the Board to submit a request to hire a part-time Board Clerk to oversee the financial record keeping for the Commission. Hours are approximated at 4-5 hrs/week during the busy summer season and 2 hrs/week throughout the winter months. The estimated cost is approximately \$4,200 per yr. Blythe will be reviewing job descriptions to assess the grade. Further discussion to follow at next meeting.
5. Donna Desjardin from the Upton Historical Commission approached the Board for approval to hire a Department Assistant to record minutes of their meetings as well as submit agendas and minutes in a timely fashion to the Town Clerk for posting on the town's website. The Historical Commission meets on a monthly basis (and an occasional special meeting). The Commission estimates the hours at 4 per month and an estimated expense of \$631.00 per year. Upon motion by Bob Carnegie, the Board unanimously approved the request for the Department Assistant and associated expense.
6. Ken Glowacki, Town Treasurer/Collector addressed the Board to discuss Article #10 of the Personnel by-laws regarding compensation of elected officials. Ken's specific concern was the stipend amount for the town's Assessors. Ken would like the Board to revisit the by-law and make changes so that there is uniform compensation across the board. A change would require coordination with the Selectmen and Finance Committee and would also require an action at Town Meeting. Ken volunteered to survey other communities to inquire how they handle the compensation for such positions. The Board agreed to review Article 10 and discuss the issue further at a future meeting.
7. Kelly McElreath addressed the Board to request a merit bonus for Tracey Tardy, Department Coordinator for the Board of Assessors. In the past year Tracey has taken it upon herself to train for Assessors' certification. She was proactive in preparing for the transition to a new Board of Assessors and has contributed immensely to the successful day to day operations of the Board. Kelly requested a one-time merit bonus of \$800.00. Upon motion by Bob Carnegie, the Board unanimously approved the request.
8. Next the Board addressed the rating for the Assistant Town Clerk job description. Blythe went through the Rating Summary and recommended that the position be upgraded one level from a 4 to a 5. The job is not a newly created position; rather the job description has been tailored further to accurately reflect the responsibilities of the individual currently holding the position. The Board unanimously approved the new job description as well as the appropriate increase in compensation to reflect the change in grade.

PERSONNEL BOARD

Debra Amorelli, Chairwoman
Robert Carnegie
Jane Gienger
David Scribner

TOWN MANAGER

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

9. The Board then addressed the revised job description for the Conservation Agent. This position has never been graded in the past because the town previously bought the services of a Conservation Agent from the Town of Ashland. Ashland informed us recently that they could no longer sell us the services. The Conservation Commission was consulted for suggestions and an outside consultant reviewed the position and recommended rating the position at a grade 6. The town will now be switching the agreement. Rather than buying the services from the Town of Ashland, we will now be selling services to the Town of Northbridge. The Town of Upton will be the hiring authority and plans to hire for up to 19 hours and selling 8 of those hours to Northbridge. Blythe told the Board she is expecting to hire someone in the \$25.00-\$26.00/hr range. The Board unanimously approved the job description and ranking at a Grade 6.
10. The Board reviewed the job descriptions for the Fire Captain and Assistant Fire Chief. It was brought to the attention of the Board that both positions needed to add "EMT Certification" to the requirements. Neither job description required a grade change. Upon motion by Dave Scribner the Board unanimously approved the change to both job descriptions.
11. Blythe Robinson reviewed the FY17 budget changes:
 - Town Nurse/ Blackstone Valley Nursing: No change in dollar amount, just splitting the nursing funds into two separate categories
 - Social Services Coordinator: Hours increasing from 37 ½ Hrs to 40 Hrs per week.
 - COA Driver: No change in dollar amount, change from 3 drivers to 2 drivers.
 - Code Enforcement Dept. Coordinator: Increase of 1 hour per week.
 - Code Enforcement: Per inspection compensation for electrical and plumbing total expense increased by \$5,000 due to the increased amount of building going on in town currently. This is expected to drop back down once building winds down in two large sub-divisions currently under construction.
 - EMS Compensation: An additional \$55,000 to be added to the budget to cover per diem employees so that every evening shift has an EMS on duty.
 - Historical Commission: Small increase to hire Department Assistant
 - Assistant Town Clerk: Increase in salary due to upgrade in grade level.
 - Recreation Commission: Undetermined increase for Board Clerk position as grade level has not yet been determined.

Upon motion by Debbie Amorelli, the Board unanimously approved the FY17 budget with the exception of the Assistant Town Clerk's increase and the Recreation Commission's Board Clerk position to be finalized. These two items to be reviewed further at an upcoming meeting.

12. Bob Carnegie reviewed his Recruitment Policy and Procedure document. He will be scheduling interactive sessions with supervisors to explain the hiring process and the importance of a musts and wants list when reviewing applications for various positions.
13. Blythe updated the Board on the health insurance negotiations. Currently the town is facing an increase of 12.8%. Blythe will be discussing the situation with the Insurance Advisory Committee to see if we can bring that increase down.
14. Debbie told the Board she had been contacted by the two candidates that were interested in becoming new Board members to see if there had been a decision made regarding a new member opening. The Board reiterated that it is not looking to expand at this time. Blythe mentioned she would be willing to speak with them and discuss other opportunities available.
15. Next meeting to be held in April.
16. The meeting adjourned at 7:44 PM.

Respectfully Submitted,
Deborah Teta
Personnel Board Assistant

Documents Referenced: Draft Job Description for Assistant Town Clerk, Job Descriptions for the following:
Conservation Agent, Fire Captain and Assistant Fire Chief, Merit Bonus request for Board of Assessors Department
Coordinator, Recruitment Policy and Procedure Document, FY 17 Budget