



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: April 26, 2016

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

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

Others Present: Town Manager Blythe Robinson, Library Director Matthew Bachtold, Treasurer/Collector Ken Glowacki, Recreation Commission Chairman Rich Gazoorian, Northbridge Conservation Commission Member Bill Dausey, and Upton Conservation Commission Members Chris Scott, Marcela Stasia, and Scott Heim

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:06 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of March 14, 2016.
3. The Board screened/reviewed nine applications for the Conservation Agent position. By unanimous consent six candidates were qualified to proceed to the next step in the hiring process. Because the position is shared with the Town of Northbridge, a Northbridge Conservation Commission member will join the Upton Conservation Commission in conducting interviews. Chris Scott, Bill Dausey and Blythe Robinson will discuss the logistics of setting up interviews. The town is looking to fill the position by the end of May, as the current collaboration with the Town of Ashland will be ending at about the same time. A Personnel Board member will assist in the interview process.
4. The Board screened/reviewed twenty five applications for the Library Circulation Clerk position. By unanimous consent five candidates (and three alternates) were qualified to proceed to the next step in the hiring process. Matthew Bachtold and Blythe Robinson will discuss the logistics of setting up interviews. Matthew and Library Trustees will conduct the interviews. A Personnel Board member will assist in the interview process.
5. Recreation Commission Chairman Rich Gazoorian addressed the Board to review the job description and grade level for the Recreation Assistant position. After reviewing the requirements and duties to be performed, he recommended that the position be that of a Department Assistant with a corresponding grade level 4. By unanimous consent the Board approved the Department Assistant job description and the grading at level 4. The position will be posted internally.
6. The Board further discussed Article #10 of the Personnel by-laws regarding compensation of elected officials. Ken Glowacki, Town Treasurer/Collector again brought forth his earlier concern that the current issue under discussion related to compensation of elected officials was improperly placed under the Personnel By-Laws. Blythe Robinson will confer with Town Counsel regarding the reasoning behind the placing of Article #10. The Board also discussed Article #27 to be voted on at the next Town Meeting on May 5, 2016. Article 27 proposes to spend no more than \$8,000 "to hire a qualified, independent outside consultant to complete a work study of the positions of assessor of taxes, treasurer/collector, assistant to the treasurer and assistant to the assistant treasurer, specifically to determine the elements of work being performed, the skill sets employed, the amount of productive time needed and the quality of the result accomplished." The article was submitted by Glenn Fowler, a former member of the Board of Assessors.
7. Next the Board discussed the Hiring/Recruiting seminar to be presented by Bob Carnegie. Bob will be presenting an interactive seminar with supervisors to explain the hiring process and the importance of a musts and wants list when reviewing applications for various positions. Board members raised several good points regarding appropriate questions and policies that come into play throughout the hiring process. Blythe and Bob will work on coordinating a date for the seminar tentatively to be held in June. All agreed this will be an enlightening seminar on a topic not often discussed.

### PERSONNEL BOARD

Debra Amorelli, Chairwoman  
Robert Carnegie  
Jane Gienger  
David Scribner

### TOWN MANAGER

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8. Blythe Robinson updated the Board on the following issue:

- There is an upcoming meeting with the Insurance Advisory Committee to continue the discussion around trying to lower the potential health care cost increase of 12.8% to the town. The Committee is urging employees to choose insurance plans with deductibles to help bring down the costs of health care premiums. Blythe also explained that there are competitive employers in the area that are offering HRA's. A Health Reimbursement Account (HRA) is an IRS approved, employer-funded, tax-advantaged employer health benefit plan that reimburses employees for out-of-pocket medical expenses and individual health insurance premiums.

9. The meeting adjourned at 7:22 PM.

Respectfully Submitted,  
Deborah Teta  
Personnel Board Assistant

Documents Referenced: Twenty five job applications for Library Circulation Clerk, Nine applications for Conservation Agent, Chart for review of Recreation Commission's Department Assistant position.