



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: September 12, 2016

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

Members Present: Chairwoman Debbie Amorelli, Bob Carnegie, Jane Gienger, Ken Picard

Others Present: Town Manager Blythe Robinson, Fire Chief Aaron Goodale

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:36 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of April 26, 2016.
3. The Board welcomed its newest member Ken Picard.
4. The Board discussed the hiring process training seminar that Bob Carnegie offered to supervisors in June. The seminar laid the ground work with supervisors for different approaches to the hiring of new employees. Bob discussed the format put together by the Board; in particular, the requirement of a "Musts and Wants" criteria necessary to evaluate candidates. He also reviewed the types of questions that can and cannot be asked during an interview. Feedback received indicated that the information was very helpful and provided more structure to the hiring process.
5. The Board discussed other seminar topics that might be helpful to employees and supervisors. Two in particular that generated interest were performance evaluations and the process of disciplinary action. All agreed that taking a closer look at these subjects would be beneficial to employees, supervisors and managers. Board members discussed how the processes work for each of them in the private sector. Looking down the road, the Board would like to discuss with the Board of Selectman how these topics are handled very differently from department to department within the town.
6. The Board will work on putting together a list of survey questions related to the two training seminars that have already taken place. Debbie and Bob will also formulate a list of possible training subjects that could also be distributed along with the survey. Blythe will look into the current offerings through the Town's health insurance provider (MIAA).
7. Blythe Robinson updated the Board on the following issues:
 - The last of the Union contracts were approved in June (DPW). This makes all complete up through June 2018.
 - Recreation Director Bonnie Flink submitted her resignation. The Recreation Commission will be reviewing the current position and will be recruiting at some point in the future.
8. The next meeting is tentatively planned for the second week of October.
9. The meeting adjourned at 7:55 PM.

Respectfully Submitted,
Deborah Teta
Personnel Board Assistant

PERSONNEL BOARD

Debra Amorelli, Chairwoman
Robert Carnegie
Jane Gienger
David Scribner
Kenneth Picard

TOWN MANAGER

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