



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: February 25, 2015

Location: Board of Selectmen's Conference Room, Town Hall, 1 Main Street

Members Present: Chairman Mike Goodwin, Debbie Amorelli, Bob Carnegie, Dave Scribner

Members Not Present: Jane Gienger

Others Present: Town Manager Blythe Robinson

1. The meeting was called to order by Chairman Goodwin at 6:05 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of January 13, 2015.
3. The Board signed a payment voucher for Diane Judd's 10-year longevity bonus in the amount of \$605.34.
4. Next, the Board reviewed three submissions for Meritorious Bonus awards. After deliberation, the Board unanimously approved the motion by Bob Carnegie to recommend the Selectmen approve the following awards:
 - Sandra Hakala: \$1,200
 - Diane Tiernan: \$1,000
 - Denise Smith: \$800
5. In accordance with the new compensation plan, the Board considered six, performance-based pay increase proposals. All were approved unanimously. The Board member who made the motion is listed in parenthesis at the end of each line.
 - Matthew Bachtold, Library Director: 3% over COLA as voted by the Board of Library Trustees. (Bob Carnegie)
 - Jeffrey Hartman, Circulation Clerk: 2% over COLA as recommended by the Library Director and voted by the Board of Library Trustees. (Dave Scribner)
 - Lee Ann Murphy, Circulation Clerk: 2% over COLA as recommended by the Library Director and voted by the Board of Library Trustees. (Dave Scribner)
 - Janice Nowicki, Council on Aging Director: 3% over COLA as recommended by the Town Manager. (Bob Carnegie)
 - Sandra Hakala, Executive Assistant to the Board of Selectmen: 3% over COLA as recommended by the Town Manager. (Debbie Amorelli)
 - Kelly McElreath, Town Clerk: 3% over COLA as recommended by the Town Manager. (Debbie Amorelli)
6. The Town Manager indicated that we are not ready to finalize the FY16 COLA at this point and may end up going through the Annual Town Meeting without setting it.
7. The Board then discussed personnel requisitions for the following positions:
 - part-time Communications Dispatchers (2)
 - Firefighter/EMT (temporary, due to long-term illness of a career member. The contract requires open shifts to first be offered to bargaining unit members for 30 days, which ends tomorrow.)

Upon motion by Debbie Amorelli, the Board unanimously approved both requisitions.

PERSONNEL BOARD

Michael Goodwin, Chairman
Debra Amorelli
Robert Carnegie
Jane Gienger
David Scribner

TOWN MANAGER

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8. Domestic Violence Policy: There was further discussion about changes to be made to the full “Duration of Leave” language. Edited version will be brought back at the next meeting for approval.
9. Town Manager Blythe Robinson presented the FY16 salary projections. Report to be reviewed by Chairman Goodwin. Open for further discussion at next meeting.
10. The Town Manager then updated the Board on the following items:
 - There is an open Lieutenant position at the Fire Department. Three candidates applied and all passed the required test. Bob Carnegie volunteered to be a member at the Assessment Center in March.
 - The search for a DPW Director.
 - The Open Meeting Law training by Town Counsel has been rescheduled to Monday, March 23, 2015.
11. Future meeting date to be determined, possibly the week of March 23rd.
12. The meeting adjourned at 7:32 P.M. upon motion by Bob Carnegie.

Respectfully submitted,
Deborah Teta
Personnel Board Assistant

Documents Referenced: Performance Appraisals for Meritorious Bonuses and Pay Increase Candidates, Position Requisitions, Domestic Violence Policy, FY16 Salary Projections Spreadsheet