



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: August 10, 2015

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

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

Others Present: Town Manager Blythe Robinson, DPW Director Vincent Roy, Fire/EMS Chief Aaron Goodale

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 July 1, 2015.
3. No vouchers to be signed.
4. Chief Goodale joined the Board to discuss advertising for Temporary or Per Diem Positions. The Fire and EMS department went to the Paramedic level with career staff, but needs to augment that staff with Per Diem or Part Time staff. The goal is for the town to become 100% covered by Advanced Life Support (ALS) in stages. The department has made much progress to that end, but needs to acquire experienced medics to fill in various open shifts. What we've learned to this point is that the pay rate is not attracting qualified candidates. Negotiations with the Union have already made a provision for this staffing request. The Department is now coming to the Personnel Board to request permission to advertise for the additional positions; up to possibly six individuals that can be called upon to come in upon request. With no further discussion, the Board authorized Chief Goodale to advertise for necessary staff at a competitive pay rate of \$20.00/hr.
5. The Town extended an offer to Mr. Edward Dela Motte Jr. for the Water/Wastewater Operator position. He accepted the position and will be starting on August 31, 2015.
6. The Board screened/reviewed eight applications for the Mechanic/Heavy Equipment Operator position. By unanimous consent four candidates were qualified to proceed to the next step in the hiring process. Additionally, two candidates will be called for further clarification on their applications before being moved to the interview stage. Blythe will contact Dave Scribner to check his availability for assisting with the interview process.
7. The Board then discussed the Hiring/Interview process in general as well as the use of CORI checks.
8. The Town Manager then updated the Board on the following topics:
 - A. Union negotiations are continuing to move forward.
 - B. A Special Town Meeting has been scheduled for Tuesday, November 17, 2015.
 - C. The town is currently accepting applications for a DPW Laborer position. Deadline for applications is August 21, 2015.
 - D. The Town has been awarded a Federal FEMA Assistance to Firefighters Grant (AFG) in the amount of \$173,334. Chief Goodale wrote a grant for this program to replace self-contained breathing apparatus (SCBA) four years ago, and when he wasn't successful proceeded to reapply each of the next three years. The grant will require a small financial match from the Town which is already available because we included a warrant article at Town Meeting for all 28 units we

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Debra Amorelli, Chairwoman
Robert Carnegie
Jane Gienger
David Scribner

TOWN MANAGER

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need to replace. This grant, besides helping us acquire critically important safety equipment, will also allow the Town to reallocate some of those dollars set aside in May to other Town needs.

9. The meeting adjourned at 7:16 PM upon motion by Bob Carnegie.

Respectfully Submitted,
Deborah Teta
Personnel Board Assistant

Documents Referenced: Applications for Mechanic/Heavy Equipment Operator, Upton Proposed Call Pay Plan 2014, Word Document "Massachusetts Law on Use of Criminal Records"