



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

Meeting Minutes: August 26, 2015

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

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

Others Present: Town Manager Blythe Robinson, DPW Director Vincent Roy

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:02 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of August 10, 2015.
3. No vouchers were signed.
4. The Board reviewed the job description for Per Diem EMT-Paramedic that was formulated by Town Manager Blythe Robinson and Fire Chief Goodall. Upon motion by Bob Carnegie, the Board unanimously approved the job description. The position will be posted on the town website and advertised shortly.
5. The Board then reviewed the job description for ALS Coordinator. The purpose of the position is to be the liaison between Department Paramedics, EMS Command Staff and the Medical Director at Milford Regional Medical Center to ensure that the Town's obligations for Advanced Life Support are met. Upon motion by Bob Carnegie, the Board unanimously approved the job description. The position is currently being performed by one of the town's Firefighter/Paramedic.
6. The Board screened/reviewed thirty six applications for the DPW Laborer position. By unanimous consent nine candidates were qualified to proceed to the next step in the hiring process.
7. The Board discussed advertising for Seasonal Snow Plow Drivers. The town currently has two trucks that require CDL licensed drivers. A job description is being formulated. Ads will be placed on the town's website as well as the Worcester Telegram and the Town Crier.
8. The Town Manager then updated the Board on the following topic:
  - A. The COA Driver candidate is currently in the interview process. Blythe will be checking references and the applicant will also be taken out on a test run with the current COA driver.
9. The meeting adjourned at 6:41 PM upon motion by Jane Geinger.

Respectfully Submitted,  
Deborah Teta  
Personnel Board Assistant

Documents Referenced: Draft Per Diem EMT-Paramedic Job Description, Draft ALS Coordinator Job Description, Thirty Six "DPW Laborer" Job Applications

**PERSONNEL BOARD**

Debra Amorelli, Chairwoman  
Robert Carnegie  
Jane Gienger  
David Scribner

**TOWN MANAGER**

Blythe Robinson  
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