



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: September 29, 2015

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

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

Others Present: Town Manager Blythe Robinson

1. The meeting was called to order by Chairwoman Debbie Amorelli at 6:04 P.M.
2. Upon motion by Bob Carnegie, the Board unanimously approved the meeting minutes of August 26, 2015.
3. The Board screened/reviewed three applications for the Per Diem Paramedic position. All three candidates were recruited by Upton's EMS Lieutenant. Ideally Chief Goodall was looking for six individuals. Two current employees are interested along with the three new applicants presented tonight. The Board voted to forego the interview process and have the three individuals added to the roster once their credentials have been verified.
4. The Board screened/reviewed six applications for the Seasonal Snow Plower position. By unanimous consent the Board voted to forego the interview process and have the six individuals added to the roster once their background checks have been completed.
5. The Town Manager then updated the Board on the following:
 - A. After review of various factors including affordability, Blythe recommended a COLA of 1% for Non-Union employees. The estimated cost of roughly \$38,000 is expected to come from the General Fund (\$34,000.00) and the Water/Sewer Fund (\$4,000.00). The Board unanimously approved the recommendation.
 - B. Blythe discussed several items that will be on the Town Warrant for the Special Town Meeting on November 17, 2015.
 - C. The DPW Laborer position was filled. The new employee will be starting on October 13, 2015.
 - D. Open Enrollment for additional Voluntary Life Insurance and Long Term Disability ended. Several employees opted for the coverage.
6. The meeting adjourned at 6:37 PM upon motion by Bob Carnegie.

Respectfully Submitted,
Deborah Teta
Personnel Board Assistant

Documents Referenced: Three Job Applications the "Per Diem Paramedic", Six Job Applications for "Seasonal Snow Plow Driver"

PERSONNEL BOARD

Debra Amorelli, Chairwoman
Robert Carnegie
Jane Gienger
David Scribner

TOWN MANAGER

Blythe Robinson
One Main Street • Suite 1
Upton, MA 01568
T: 508.529.6901
F: 508.529.1010