



TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: January 13, 2020

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

Members Present: Marcia Kasilowski
Michelle Rivers
Maria Glynn
John Westerling

Member Not Present: Scott van Raalten

Guests Present: Kelly McElreath, Town Clerk/ Assistant to the Town Manager
Derek Brindisi, Town Manager

1. The meeting was called to order at 7:05 P.M.
2. MOTION #1: Motion made, seconded, and unanimously passed to approve the meeting Minutes of December 10, 2019 as written.
3. Kelly McElreath presented a new job description for the Department Coordinator in the Assessor's office and a change in title to Assistant Assessor. HR and the BoA have reviewed, recommended, and agreed to the job description as presented, to classify the position at the same grade level (Grade 5), and add an annual stipend of \$1,750.00 pending verification of certification.
4. MOTION #2: Motion made, seconded, and unanimously passed to approve the Assistant Assessor job description, classification and compensation.
5. Derek Brindisi presented the draft job description developed and classified by the HR Director for an Economic Development Coordinator/Town Planner. He will reach out to the Town of Millbury to discuss possibility of a shared position.
6. MOTION #3: Motion made, seconded, and unanimously passed to approve the job description and classification as Grade 8.
7. The Board reviewed the performance based compensation plan to be implemented in FY21.
8. Meeting adjourned at 8:29 P.M.

Respectfully submitted,

Deborah Teta, Department Assistant

PERSONNEL BOARD

Scott van Raalten, Chair
Michelle Rivers, Vice-Chair
Maria Glynn
Marcia Kasilowski
John Westerling

TOWN MANAGER

Derek S. Brindisi
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TOWN OF UPTON, MASSACHUSETTS

PERSONNEL BOARD

Meeting Minutes: February 24, 2020

Location: Upton Town Hall, G07 Conference Room, 1 Main Street, Upton, MA
7:00 PM

Members Present: Scott van Raalten
Marcia Kasilowski
Michelle Rivers

Members Not Present: John Westerling
Maria Glynn

Guests Present: Sandra Hakala, HR Director/Executive Assistant
Michael Bradley, Police Chief
Sandra Stapczynski, HRS Consulting Inc.

1. The meeting was called to order at 7:07 P.M.
2. January Minutes to be reviewed at next meeting.
3. The Board reviewed a request to change two Library staff job titles. Circulation Clerk to Library Assistant and Circulation Specialist to Library Specialist.
4. MOTION #1: Motion made, seconded, and unanimously passed to approve the change in job titles for the 2 Library positions.
5. Police Chief Michael Bradley brought forth a request to promote the current Department Specialist (Grade 4) to Department Coordinator (Grade 5)
6. MOTION #2: Motion made, seconded, and unanimously passed to approve the promotion request above.
7. Sandy Stapinski reviewed several documents related to the Performance Appraisal system to be implemented FY21. Final Document will be presented at next meeting, training will also be provided by HRS.
8. Next meeting scheduled for Monday April 27, 2020.
9. Meeting adjourned at 8:42.

Respectfully submitted,

Deborah Teta, Department Assistant

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