Town Of Walpole
Commonwealth of Massachusetts

PERSONNEL BOARD

Mary Campbell, Co-Chair
Phil Hinds, Co-Chair
Brian Davis
John Sheppard

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MINUTES OF OCTOBER 1, 2012

A regular meeting of the Personnel Board was held on Monday, October 1, 2012 at 7:30 p.m. in room #116 of the Town Hall. The following were present:

Mary Campbell, Co-Chair
Phil Hinds – Co-Chair
Brian Davis
John Sheppard

Also: James Johnson, Asst. Town Administrator
Valorie Donohue, Human Resource Administrator

FINCOM MEETING:
The Board met with the Finance Committee to provide them with an update of the classification study. Mr. Davis explained the process and how the final results were agreed upon. He answered a number of questions from the Finance Committee members.

MINUTES:
Motion was made by Mr. Hinds and seconded by Mr. Sheppard that:
The Board approves the Minutes of September 11, 2012.
Motion was voted 4-0, unanimous

COST OF RECLASSIFICATION OF POSITIONS:
Hold until next meeting

COST OF LIVING INCREASE FOR FY14:
Hold until next meeting – CPI won't be update until the middle of October

PERSONNEL BY-LAW CHANGES FOR FY14:
As discussed at the September 11, 2012 meeting:
Article 18, Overtime & Compensatory Time by-laws reflects the grade levels of the current schedule. The following changes to the by- by law are:
Paragraph C – Compensatory time may be granted to all employees listed in Section A except those listed as Grade 33 (change to Grade 4) or higher on the Professional Salary Schedule
Definitions – Employees in Grades P-26 – P-32 will be changed to Grades P-5 – P-12 who regularly attends scheduled board or commission meetings shall add 2.5 hours to their regular workweek hours for compensatory hour calculations only.

Section 4 – Maximum accumulation of compensatory time will be 40 hours per year. (Added per year)

Article 34 – Quinn Bill – delete current wording and replace with:

The Town will endeavor, when possible, to treat the non-union sworn personnel in parity to the union contract for the purpose of MGL 41, section 108 L.

Motion was made by Mr. Hinds and seconded by Ms. Campbell that:

The Board approves the changes to the Personnel By-law changes.

Motion was voted 4-0, unanimous.

REPORT FROM RECREATION DIRECTOR:

Mr. Johnson informed the Board that Administration met with Mr. Cole to discuss the report that was submitted to the Board at a prior meeting. The Board expressed concern about the increase/decrease in revenue. Finance Director Mark Good will meet with Mr. Cole to review the recreation accounting program that is in place. Mr. Johnson suggested that Mr. Cole meet with the Board at their next scheduled meeting.

PERSONNEL ACTION REQUESTS: All were approved

1. Daniel Adams, new hire, Bldg Maint Craftsperson, W3, step 1, $22.07/hr, eff 9/25/12.
2. Karen Beaton, Asst. Town Accountant, additional comp until new T Acct is hire, $150/wk, eff 8/27/12.
3. Daniel Campbell, new hire, Custodian, W1, step 1, $19.23/hr, eff 9/26/12
4. John Castognaro, new hire, Dep Bldg Insp, H14, step 1, $27.12/hr, eff 9/17/12
5. COA Program Asst, Sr. Work Off Abatement - Joseph Chitvanni, Herbert Holden
6. Richard Ciccketti, voluntary demotion from Bldg Maint Craftsperson to Custodian, W1, step 3, $20.41/hr, eff 9/17/12
7. Ellen Hart, New hire, Crossing Guard, $15.67/hr, eff 9/13/12
8. Michael LAracy, Deputy Fire Chief, step incr from step 14, $100,705/yr to step 15, $102,719/yr, eff 9/12/12
9. Charles Lyons, new hire, Bldg Maint Craftsperson, W3, step 1, $22.07/hr, eff 9/25/12.
10. George Willis, new hire, special Police, $43.94/hr, eff 9/19/12
11. Deborah Giguere, CSR, Assessors, step incr from step 2, $18.97/hr, to step 3, $19.44/hr, eff 9/13/12
12. Jonathan Cogan, Veteran's Agent, step incr from step 2, $43,529/yr to step 3, $44,400/yr, eff 9/27/12
13. Ava Martin, Principal Clerk BOS, step incr from step 1, $19.40/hr to step 2, $19.79/hr, eff 9/26/12
14. Christopher Musick, police officer, step incr from step 4, $1,062.32/wk to step 5, $1,083.55/wk, eff 9/27/12
15. Recreation new hire, program instructor, $8.50/hr, eff 10/1/12 – Molly breen, David Lindh, Alex Taurone – Youth Sports.
16. Daniel Masterson, new hire, spec instructor, $20.00/hr, eff 9/17/12 – Studio East Instructor

NEXT SCHEDULED MEETING:

Monday, October 29th at 7:30 p.m.

Minutes prepared by Valorie Donohue, Human Resource Administrator