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Town Of Walpole Health of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
 Mary Campbell, Vice Chair
 Phil Hinds
 Nancy McCabe
 John Sheppard

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MINUTES OF FEBRUARY 27, 2012

A regular meeting of the Walpole Personnel Board was held on Monday, February 27, 2012 at 7:30 p.m. in Room #116 of the Town Hall. The following were present:

Brian Davis, Chairperson
 Mary Campbell
 Phil Hinds
 Nancy McCabe (arrived at 8:00)
 John Sheppard

Also: James Johnson, Assistant Town Administrator

MINUTES:

Motion was made by Mr. Hinds and seconded by Mr. Sheppard to:
 Approve the Minutes of January 17, 2012 with noted corrections.
 Motion was voted 4-0, unanimous

REVISED JOB DESCRIPTIONS:

Motion was made by Mr. Sheppard and seconded by Mr. Hinds to:
 The Board approves of the following revised job descriptions:
 Town Accountant, Asst Town Accountant
 IT Director ó aka Computer System/Network Administrator
 Conservation Agent
 HR Administrator ó aka Personnel & Benefits Coordinator
 Community & Economic Development Director aka Econ.Dev & Grant Officer
 Purchasing Coordinator, Hearing Officer
 Admin Asst to Fire Chief, Admin Asst to DPW Director, DPW Director,
 Town Engineer, Asst Town Engineer, Engineer Inspector, Engineering Aide
 Supt of Building Maintenance, Vehicle and Equipment Supt
 Supt of Highways, Parks & Cemeteries, Asst Supt of Highways, Parks & Cemeteries
 Supt of Sewer & Water, Asst Supt of Sewer & Water
 Seasonal Laborer
 Recreation Director, Recreation Coord, Asst. Recreation Coord.
 Library Director, Adult Services Librarian/Asst. Director, Childrenø Librarian,
 Assistant Childrenø Librarian, Reference Service Librarian, Technical Service Libr,
 Library Page, Senior Library Page, School Traffic Officer

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

The Board approves of the revised salary schedule for FY 2013.

Motion was voted 5-0, unanimous.

PERFORMANCE EVALUATIONS:

The Board members set aside the next meeting to review all of the completed performance evaluation forms on March 20, 2012.

APPOINTMENTS:

7:45 Josh Cole, Recreation Director re: Revised Reports

Mr. Cole submitted reports on Aicha Kelley and Lauren Macomber. The reports reflected the programs that they were responsible for along with income and expenses. Mr. Cole went through each report with the Board explaining the different programs. After a lengthy discussion Board members voted to continue their employment as is through the end of the fiscal year and then have another review of the income and expenses of the programs they oversee.

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

Ms Kelley and Ms Macomber continue their employment for the remainder of the fiscal year as full time employees. At the end of the fiscal year Mr. Cole will submit an updated report of the programs that they oversee.

Motion was voted 5-0, unanimous.

CORRESPONDENCE: was reviewed and noted

1. Letter to Josh Cole ó requested report
2. Employee of Month: Sept ó Val Donohue, Personnel, Oct-Susan Abate, Purch Asst, Nov-Don Anderson, Bldg Maint Supt, Dec-James Johnson, Asst T Admin, Jan-Robert Doherty, Police Officer
3. Letter to BOS ó Articles for 2012 STM

PERSONNEL ACTION REQUESTS: All were approved

1. John Becker, new hire, School Crossing Guard, \$15.36/hr, eff 2/13/12.
 2. Maureen Cobb, promotion from S&W Laborer, W1, step 7, \$21.53/hr to Pump Station Op, W3, step 1, \$21.63/hr, eff 2/13/12.
 3. Kathleen Delaney, Admin Bd Sec, Planning Board, temp incr hrs from 30 to 34 per week, eff 1/18/12.
 4. Valorie Donohue, position title change from Personnel & Benefits Coord to HR Admin, eff 2/28/12
 5. Ryan Ferreira, firefighter, step incr from step 2, \$915.10/wk to step 3, \$970.94/wk, eff 3/10/12.
 6. Barbara Foley, School Crossing Guard, resignation eff 1/19/12.
 7. Warren Goodwin, Principal Clerk, Police, step incr from step 12, \$23.65/hr to step 13, \$24.12/hr, eff 1/26/12
 8. Andrew Kiewlicz, new hire, Police Officer, step 3, \$983.73/wk, eff 3/5/12
 9. Albert King, Firefighter, step incr from step 2, \$915.10/wk to step 3, \$970.94/wk, eff 2/1/12
 10. Patricia Krusko, position title change from Computer Syst/Ntwk Adm to IT Dir, eff 2/28/12
 11. Suzanne Murphy, temporary new hire, Senior Clerk, COA, step 1, \$16.29/hr, eff 12/27/11-6/30/12.
 12. Sarah Verbisky, promotion from Sr. Library Page, \$12.48/hr to Library Clerk, \$15.44/hr, eff 2/6/12
 13. Jason Wilson, Firefighter, step incr from step 2, \$915.10/wk to step 3, \$970.94/wk, eff 1/25/12
 14. Meaghan Connell, Program Aide, Recreation, resignation eff 1/1/12
- Daniel King, new hire, program instructor, recr, \$8.50/hr, eff 2/1/12-4/30/12 ó Spring Training B