



# *Town Of Walpole*

## *Commonwealth of Massachusetts*

### **PERSONNEL BOARD**

Albert DeNapoli, Chair  
William Ryan, Vice-Chair  
Mary Campbell  
Phil Hinds  
John Sheppard

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### **MINUTES OF MARCH 18, 2014**

A meeting of the Personnel Board was held on Tuesday, March 18, 2014 at 7:30 p.m. in Room #116 of the Town Hall. All members were present:

Al DeNapoli, Chair  
William Ryan, Vice Chair  
Mary Campbell  
Phil Hinds  
John Sheppard

Also: James Johnson, Asst Town Administrator – arrived at 7:45

### **MINUTES:**

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

The Board approves the Minutes of January 21, 2014.

Motion was voted 5-0, unanimous.

### **APPOINTMENT:**

#### **7:45 – Recreation Representatives regarding changes to the department:**

Attending from the Recreation Department were Josh Cole, Recreation Director, Chad Norton, Recreation Coordinator, Aicha Kelley, Specialized Instructor, Lauren Macomber, Specialized Instructor, Recreation Committee members Joseph Grant, Suzanne Murphy and Lorraine Dundon.

Mr. Johnson: Mr. Cole submitted a memo explaining the reorganization of the Recreation department. He also submitted a new job description for Chad Norton as the Assistant Recreation Director/Business Manager and a revised job description for Aicha Kelley, Lauren Macomber and another individual working part-time in the recreation department as Recreation Coordinators. The memo would explain the cost benefit going forward, the benefit that the town would receive and is proposing to bring on a third Recreation Coordinator. The Recreation Committee is in full support of these changes.

Mr. Cole: Looking at the Business operation the Business Manager would be responsible for getting the bills paid, doing payroll, collecting the employment information from the new hires/rehires for the recreation dept. However, he needs Mr. Norton involved with the programs, this is critical to the operation. He did not want Mr. Norton to be just a Business Manager. He is proposing the Mr. Norton be reclassified to an Assistant Recreation Director/Business Manager. This would allow him to be responsible for the business side of the operation but also keep him involved in the programs, specifically the growth of the Summer Academy, clinics and many more programs. He would also help with the field

scheduling. As the Assistant Director, he would be able to fill in for Mr. Cole when he is unavailable, via vacation, illness, etc. He would be able to attend meetings and events as the Assistant Director of the department and not the coordinator of programs. Mr. Cole is recommending that the position be reclassified to Grade P-8, step 6 - \$64,445, his current salary is \$57,595, giving Mr. Norton an increase of \$6,850. The increase would be funded through the revolving account funds. The increase in salary takes into account the added responsibilities and duties.

In addition for the past two years Aicha Kelley and Lauren Macomber were full time employees, as Specialized Instructors; they are currently being paid on an hourly basis, position is classified under the Recreation Schedule as R-9. He also has another employee working part-time, Brendan Croak, who he would like to bring on full-time. They are working under a description that does not accurately reflect the jobs that they are currently doing. Each oversees a broad number of events, programs and staff/vendors. This position under the R-9 does not allow them to progress in pay at the same pace as the rest of the municipal employees covered under the professional schedule. The revised job description of Recreation Coordinator will allow them to be assigned to various specializations within the department. Ms. Kelley is responsible for special events and community programs; Ms Macomber is responsible for youth and teen programs and Mr. Croak is responsible for marketing and business operations. With these changes it would allow the department to bring in more programs, keep up-to-date with the database and the web site and to bring in additional funds from both the programs and sponsorships. Mr. Croak would work off hours shift to help cover the tremendous amount of activities in the evenings and on weekends. The Recreation Coordinator is currently slotted as P-11 on the professional schedule. Based on Mr. Cole's calculations, the three changes to the Recreation Coordinator would be an additional \$22,393 per year. Currently these positions are paid out of the revolving funds. Mr. Cole is proposing that the increase cost be paid out of the Permanent part-time account which currently has a balance of \$22,819.

Ms. Campbell asked Mr. Norton how he felt about the added responsibility being requested of him. Mr. Norton stated that he already does and has been doing all of the things that are being requested.

Personnel Board members informed Mr. Cole that there would be no decision made tonight. The changes in the job description need to be reviewed. The Assistant Director/Business Manager position would need to be ranked to see what grade it should be reclassified to. The Board will meet in two weeks as a working session to review and to discuss whether to add the new position to the schedule. They will then vote on the reclassification of the four employees discussed previously.

**Next meeting will be Tuesday, April 1, 2014.**

**CORRESPONDENCE: was noted**

1. Employee of the Month –  
August – Donna Denehy, Admin Asst, DPW  
September – Mary Feldman, Staff Asst. BOH  
October – Cindy Berube, Exec Asst, BOS/TA  
November - Courtney Riley, COA Director  
December – Christopher Mackenzie, Police Lt.

**PERSONNEL ACTION REQUESTS: All were approved**

1. Richard Adams, new hire, Bldg Maint Custodian, step 1, \$19.62/hr, eff 3/10/14
2. Gaelen Beberman-Moore, new hire, police officer, step 1, \$895.66/wk, eff 2/3/14
3. Brian Cherella, Fire Lt, step incr from step 3, #1,238.96/wk to step 4, \$1,269.93/wk, eff 4/5/14
4. Ryan Ferreira, Firefighter, step incr from step 4, \$1,079.83/wk to step 5, \$1,101.44/wk, eff 3/10/14
5. Edward Gavin, Firefighter, step incr from step 3, \$1,010.16/wk to step 4, \$1,079.83/wk, eff 5/2/14
6. Warren Goodwin, Principal Clerk, Police, step incr from step 14, \$25.60/hr to step 15, \$26.11/hr, eff 1/23/14
7. Kathleen Hutchinson, Asst. Treas/Coll, step incr from step 9, \$63,373/yr to step 10, \$64,641/yr, eff 2/2/14
8. Joy Idman, Payroll Asst, step incr from step 11, \$26.91/hr to step 12, \$27.58/hr, eff 1/4/14

9. Andrew Kiewlicz, police officer, step inc from step 4, \$1,094.51/wk to step 5, \$1,116.39/wk, eff 3/5/14
10. Joseph Lai, BOH Tech, resignation eff 2/13/14
11. Dianne Ledford, new hire, Elder Service Advocate, COA, grant funded, \$15.50/hr, eff 3/10/14
12. Melissa Marinelli, new hire, BOH Technician, \$24.23/hr, eff 2/24/14
13. Diane Piazza, CSR, S&W, step incr from step 1, \$18.87/hr, to step 2, \$19.35/hr, eff 4/22/14
14. Doreen Riley, Staff Asst, Finance Dept, step incr from step 9, \$24.29/hr to step 10, \$24.90/hr, eff 1/4/14
15. Kenneth Riley, Water System Tech, S&W, step incr from step 1, \$24.42/hr to step 2, \$24.59/hr, eff 4/29/14
16. Richard Ryan, Special Police Officer, resignation eff 2/1/14
17. Joseph Shaw, W1, step 1, \$19.62/hr, recl/trans from Bldg Maint Custodian to S&W Laborer, eff 3/10/14
18. Robert Simmons, Police Officer, retirement eff 3/1/14
19. Evelyn Splaine, Admin Bd Secr, ZBA, retirement eff 1/31/14
20. Sarah Verbisky, Library Clerk, step incr from step 2, \$16.39/hr to step 3, \$16.71/hr, eff 2/6/14
21. Jeanne Giblin, new hire, Program Asst, COA, Sr. Work Off Abatement eff 1/27/14
22. Herbert Holden, Richard Smith, Anita Sullivan, Program Asst, COA, Sr. Work Off Abatement, deceased
23. Antoinette Bulger, new hire, Recr Spec Instr, \$13.00/hr, eff 1/27/14 – Youth Programs
24. Paige Cullen, new hire, Recr Program Aide, \$8.00/hr, eff 2/19/14 – Youth Programs
25. Robert McCarthy, recl to Recr Spec Inst, \$20.00/hr, eff 2/12/14 – Youth Music Lessons
26. Bridget Murray, new hire, Recr Program Aide, \$8.00/hr, eff 2/19/14 – Youth Programs
27. Tracey O'Brien, Recr Spec Instr, resignation eff 1/27/14
28. Erin Richardson, Recr Progr Instr, resignation eff 2/10/14
29. Sally Tomasetti, new hire, Recr Spec Instr, \$33.00/hr, eff 2/19/14 – summer academy
30. Christopher Watson, Recr Progr Instr, resignation eff 1/27/14
31. Lillie Mourad, new hire, Recr Program Aide, \$8.00/hr, eff 2/19/14 – Youth Programs
32. Daniel Bean, new hire, Recr Program Aide, \$8.00/hr, eff 3/1/14 – Youth Programs
33. Hanna Mullen, new hire, Recr Program Instr, \$9.50/hr, eff 3/1/14 – Youth Programs
34. Michael McKeon, new hire, Recr Program Instr, \$9.50/hr, eff 3/1/14 – Youth Programs

Minutes completed by Valorie Donohue, Human Resource Administrator