



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Phil Hinds
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MINUTES OF JANUARY 11, 2010

The Walpole Personnel Board met on Monday, January 11, 2010 at 7:00 p.m. in Room #116 of the Town Hall. All members were present.

MINUTES:

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

The Board approves the Minutes of December 14, 2009 with noted changes.

Motion was voted 4-0, unanimous.

APPOINTMENTS:

7:15 – Josh Cole, Recreation Director re: vacation time

After a lengthy discussion it was determined to adjust Mr. Cole's benefit date for vacation purposes only. Since the summer months are an extremely busy time for the Recreation Department Mr. Cole finds that he is unable to use his vacation time by his anniversary date of August 25 each year. Mr. Cole agreed to January 1 being his benefit date. He is aware that if he is unable to use his vacation time by that date each year then he would lose any excess time. Mr. Cole's vacation time will be prorated from his anniversary date of August 25 to January 1, 2010 and added to his accrual balance.

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

For purposes of calculation of vacation time Mr. Cole's anniversary date will be January 1 each year due to the summer months being his very busy period.

Motion was voted 4-0, unanimous.

7:30 – Police Chief Richard Stillman re: Step adjustment request for Administrative Asst.

Chief Stillman is requesting that the Administrative Assistant receive an adjustment in steps due to her taking on added responsibilities and supervising the part-time principal clerk position. The Board members explained to the Chief that they don't like to make adjustments in pay because it would open the door for others. In order to reevaluate the position a new description must be submitted reflecting the change in position. The Board mentioned that every 4 – 5 years a classification study would be done to be sure that the town's positions are comparable with other communities. Mr. Davis informed the Chief that a stipend is another tool that is available. He suggested to the Chief to send a letter to the Board explaining the change in the position and to request a dollar amount for the stipend. Chief Stillman will have this to the Board for their February 22nd meeting.

PERSONNEL ACTION REQUESTS: All were approved.

1. Timothy Bailey, Fire Chief, step increase from P35, step 14, \$110,155/yr to step 15, \$112,358/yr eff 1/15/010.
2. Joseph Betro, rehire, election officer, \$8.44/hr, eff 12/1/09
3. Suzanne Mahan, Principal Clerk, Police, step increase from step 1, \$18.19/hr to step 2, \$18.55/hr, eff 1/6/10
4. Joyce McCormack, rehire on as needed basis only, Dispatcher, \$24.00/hr, eff 10/2/09
5. Richard Jennings, SMEO, Hwy, step incr from W4-5, \$22.68/hr to W4-6, \$23.14/hr, eff 1/10/10
6. Doreen Riley, promotion from CSR, S&W, \$20.13/hr to Staff Asst, C2-6, \$20.73/hr eff 1/4/10
7. Emily Painten, rehire, program Instr, \$9.75/hr eff 1/6/10
8. Amy Fassett, new hire, specialized Instr, \$25.00/hr eff 1/4/10
9. Kevin Delaney, new hire, program instr, \$8.50/hr, eff 1/4/10
10. Christopher Tetreault, new hire, program instr, \$8.50/hr, eff 1/5/10
11. Christopher MacKenzie, police officer, step incr from step 5, \$1,026.18/wk to step 6, \$1,046.71/wk, eff 2/9/10
12. William Madden, police officer, step incr from step 5, \$1,026.18/wk to step 6, \$1,046.71/wk, eff 1/14/10
- 13.