



Town Of Walpole Commonwealth of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Betsy Doak
Phil Hinds
Nancy McCabe

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MINUTES OF JANUARY 22, 2008

A regular meeting of the Walpole Personnel Board was held on Tuesday, January 22, 2008 at 7:00 p.m. in the Council on Aging meeting room. Nancy McCabe and Phil Hinds were unable to attend. The following were present:

Brian Davis, Chairperson
Mary Campbell
Betsy Doak

Also: James Johnson, Asst. Town Administrator

MINUTES:

Motion was made by Ms. Campbell and seconded by Ms. Doak that:

The Board approves the Minutes of December 17, 2007 with noted corrections.

Motion was voted 3 - 0, unanimous.

TOWN REPORT:

Motion was made by Ms. Campbell and seconded by Ms. Doak that:

The Board approves of the 2007 Personnel Board Town Report with a few minor changes.

Motion was voted 3 - 0, unanimous.

EXCESS VACATION HOURS:

Deputy Health Agent is requesting a carry of 27 hours which would be used by March 28, 2008.

Motion was made by Ms. Doak and seconded by Ms. Campbell that:

The Board approve of Deputy Health Agent Gail Nixon carry over 27 hours that would be used by March 28, 2008.

Motion was voted 3 - 0, unanimous.

EAP STATUS REPORT:

Board members review the EAP status report for the period of June 8 – December 24, 2007.

PREVIOUS WORK EXPERIENCE:

Dispatcher Jackman is requesting the Board approve of her previous work experience of 5 years with the Town of Mansfield.

Motion was made by Ms. Campbell and seconded by Ms. Doak that:

The Board approves Dispatcher Jackman's 5 years of previous work experience from the Town of Mansfield towards vacation towards. Ms Jackman's revised vacation date will be August 20, 2002.

Motion was voted 3 - 0, unanimous.

SPECIAL POLICE HOURLY RATE:

Police Chief Stillman is requesting that the Board adjust the hourly rate for special police to Town paid detail rate from \$10.80/hr to \$20.00/hr and the rate for outside details adjust from \$32.09 to \$40.00/hr

Motion was made by Ms. Campbell and seconded by Ms. Doak that:

The special police hourly rate be adjusted for both town paid (10.80/hr to 20.00/hr) and non-town paid (32.09/hr to 40.00/hr) effective July 1, 2008.

Motion was voted 3 - 0, unanimous.

JOB DESCRIPTIONS:

ASCME Union President Cheryl Pember requested that the Board rescind their vote on May 15, 2006 where the Board approved of the revised DPW union job descriptions. The descriptions were not approved by the union, still pending.

Board will hold until next meeting.

ADJUSTMENT FOR POLICE LIEUTENANT POSITIONS:

With the support of Police Chief Stillman and Town Administration, the two police lieutenants is requesting an adjustment in grade to bring them in line with what other town's are currently paying their lieutenants. Also under the current structure, the union police sergeants are making approximately \$300 less than the Lieutenants. If the request is approved by the Personnel Board, the Lieutenants will drop unionization and will notify their lawyer to drop the case. Lieutenant Salzberg is currently at step 8, \$73,921/yr and Lieutenant Leland is currently at step 9, \$75,399/yr. They will both be satisfied with steps 11 and 12.

Motion was made by Ms. Campbell and seconded by Ms. Doak that:

The Board will approve of a rate adjustment effective July 1, 2008 – Lt. Salzberg will be placed at step 11 and Lt. Leland will be placed at step 12.

Motion was voted 3 - 0, unanimous.

ADMINISTRATIVE ASSISTANT TO THE DPW DIRECTOR POSITION:

Mr. O'Brien, DPW Director is requesting that the Board reclassify the Administrative Assistant, grade P26, step 5, \$41,233 to Administrative Secretary/GIS Assistant, grade P27, step 5, \$47,404 which more accurately reflects the job function and duties. The additional functions added to the position was GIS Assistant and Pavement Management Program. Two years ago when Ms. Denehy had taken over the duties of GIS, she received an annual stipend of \$2,500 in FY 07, stipend of \$3,000 in FY08. The Board had a lengthy discussion on this. They are questioning what has changed from two years ago when Ms. Denehy had accepted the additional responsibilities with a stipend added to what is currently being requested. This will be held until next meeting waiting for more input.

CORRESPONDENCE: was noted and reviewed

1. Employee of the Month: November – Hugh Percy, Custodian, Bldg Maintenance.

December – Dennis Flis, Appraiser

2. Memo from BOS regarding 2008 Special Town Meeting.

PERSONNEL ACTION REQUESTS: All were approved

1. Phil McCall, S&W Foreman, step incr from W6-4, \$23.48/hr to W6-5, \$23.95/hr, eff 1/6/08
2. John Songin, BM Craftsperson, step incr from W3-5, \$20.72/hr to W3-6, \$21.13/hr, eff 2/14/08
3. Eileen Phinney, Library Clerk, step incr from step 6, \$13.39/hr to step 7, \$13.84/hr, eff 1/5/08
4. Brian Spillane, SMEO, S&W, step incr from W4-1, \$20.26/hr to W4-2, \$20.55/hr, eff 1/29/08
5. Carla Leahy, Wtr Syst Tech, step incr from W5A-6, \$22.92/hr to W5A-7, \$23.28/hr eff 2/13/08
6. Steven Cherella, transfer from S&W, PW Craftsperson to Highway, HMEO, W3-4, \$20.31/hr eff 12/17/07
7. Steven Cherella, HMEO, Hwy, step incr from W3-4, \$20.31/hr to W3-5, \$20.72/hr, eff 1/29/08
8. Mark Amiot, new hire, special FF, \$43.98/hr, eff 12/1/07
9. Byron Hurst, PW Craftsman, Hwy, step incr from W3-4, 20.31/hr to W3-5, 20.72/hr, eff 1/5/08
10. Andrew hand, Asst Supt of Hwy & Parks, step incr from step 5, \$59,715/yr to step 6, \$60,910/yr, eff 1/3/08
11. Richard Jennings, SMEO, Hwy, step incr from W4-3, 20.84/hr to w4-4, 21.18/hr, eff 1/10/08
12. James Thomas, foreman, Parks, step incr from W6-3, 23.14/hr to w6-4, 23.48/hr, eff 1/29/08
13. Meghan Potter, reclassification from Program Supv, \$11.00/hr to Spec Instr, \$14.00/hr, eff 1/14/08
14. Al Peebles, reclassification from HMEO, Parks, 21.55/hr to SMEO, Parks, 22.47/hr, eff 1/7/08
15. Caitlin Armstrong, rehire, spec instr, \$20.00/hr, eff 1/14/08
16. Wm O'Connell, spec instr, resignation eff 1/1/08.
17. Theodore O'Rourke, Firefighter, step incr from step 4, \$954.32/wk to step 5, \$973.41/wk, eff 2/12/08.
18. Cori Giampietro, new hire, spec Instructor, \$20.00/hr, eff 1/22/08 (field hockey)
19. Emily Conrad, Bd Secretary to Permanent Bldg, step incr from step 13, 21.96/hr to step 14, 22.40/hr, eff 7/1/07