



# *Town Of Walpole Commonwealth of Massachusetts*

## **PERSONNEL BOARD**

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

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## **MINUTES OF FEBRUARY 22, 2010**

A regular meeting of the Walpole Personnel Board was held on Monday, February 22, 2010 at 7:00 p.m. in Room #116 of the Town Hall. The following were present:

Brian Davis, Chair  
Mary Campbell  
Phil Hinds  
Nancy McCabe

### **Appointment:**

7:00 – David Sullivan, Bd of Selectman re: Employee of the Month recommendation: Mr. Sullivan would like to nominate 11 DPW employees for their work that was done on Washington Street. In early fall 2009 some of the DPW divisions pooled their resources to put in a culver, frame and pour concrete for sidewalks. This saved the Town a great deal of money by not having to hire contractors to do the job that the DPW were able to do. They all did a spectacular job, it was very impressive.

After a long discussion the Board agreed to nominate the 11 employees for employees of the month over a three month period. They did not want to do them all in one month.

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

January, February and March employees of the month are given to the eleven DPW employees who completed the work on the Washington Street project.

Motion was voted 4-0, unanimous.

7:15 - Richard Stillman, Chief of Police re: Administrative Assistant Stipend recommendation. (Chief Stillman had submitted a letter to the Board explaining the reasons for this request, along with his recommendation of the amount of the stipend.)

Police Chief Stillman had come before the Board at it's last month meeting to request a step adjustment for the Administrative Assistant who had taken on added responsibilities and the supervising of the part-time principal clerk position. The Board had previously informed the Chief that an adjustment would be best made when a classification study is done. In the meantime the Board suggested that an annual stipend be given to her for taking on these additional duties. The Chief is requesting a \$2,500 annual stipend effective July 1, 2009. He has the funding to cover this in his budget. The Board agreed to grant the stipend until a classification study is completed. The study will not be done for another couple of years.

### **MINUTES:**

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

The Board approves the Minutes of January 11, 2010.

Motion was voted 4-0, unanimous.

## **ARTICLE FOR SPRING TOWN MEETING:**

The Board members will be going before Finance Committee tonight to present their articles for the Spring Town Meeting. Article 2 – Recommended changes to the Personnel By-laws; Article 3 – Salary Schedule – 3% cost of living adjustment.

## **PERSONNEL BOARD BUDGET:**

The members reviewed the Personnel Board budget which shows the Town Administrator's recommendation for fiscal year 2011. The budget was reduced in some of the areas.

## **OPEN MEETING LAW:**

The Town Administrator had given three memos from Town Counsel regarding upcoming changes to the Open Meeting Law effective July 1, 2010. Some of the new changes will be as follows:

- In addition to the meeting be posted 48 hours in advance that an Agenda with a list of topics that will be discussed also be posted.
- The Minutes should have a summary of discussions on each subject, a list of documents and other exhibits used at the meeting and the decisions made and actions taken at each meeting, including record of all votes.
- Executive Session Minutes must be reviewed periodically by the Chair for the purpose of evaluating whether they should be released. The Chair shall make a statement concerning the same at an open meeting and the statement is included in the Minutes of the meeting.

## **CORRESPONDENCE: was noted and reviewed**

1. Employee of the Month – December 2009 – Landis Hershey, Conservation Agent

## **PERSONNEL ACTION REQUESTS: All were approved**

### **NEW HIRES:**

1. Denise Abbott, new hire, Election Officer, \$8.44/hr, eff 12/1/09.
2. Karen Lamonica, new hire, Election Officers, \$8.44/hr, eff 12/1/09.
3. Rebecca Horan, new hire, Election Officers, \$8.44/hr, eff 1/19/10.
4. Martha Taylor, new hire, Election Officers, \$8.44/hr, eff 1/19/10.
5. Naifee MacLachlan, new hire, Senior work Off Abatement, COA, eff 7/1/09.
6. Wayne Lestan, new hire, Senior work Off Abatement, COA, eff 7/1/09.
7. Jeffery Abate, new hire, special Police, \$41.20/hr, eff 12/15/09.
8. Albert King, new hire, Firefighter/Paramedic, FF-1, \$803.27/wk, eff 2/1/10.
9. Jason Wilson, new hire, Firefighter/Paramedic, FF-1, \$803.27/wk, eff 1/25/10.

### **RESIGNATION:**

10. Edward Forsberg, Deputy Gas/Plumbing Inspector, resignation eff 2/17/10.
11. Ramon Lopez, Call Firefighter, resignation eff 1/2/10.
12. Robert Conrad, Temp FF, Resignation eff 2/5/10.
13. Paul Nolan, Van Driver, COA, resignation eff 2/1/10.
14. Jon Wanders, Motor Equip Repairperson, Vehicle Maint, resignation 2/4/10.

### **STEP INCREASE:**

15. Robert Anderson, Police Sergeant, step increase from step 5, \$1,221.16/wk to step 6, \$1,245.59/wk, eff 2/28/10.
16. William Bausch, Police Officer, step increase from step 5, \$1,026.18/wk to step 6, \$1046.71/wk, eff 1/7/10.
17. Brian Becker, Police Officer, step increase from step 5, \$1,026.18/wk to step 6, \$1046.71/wk, eff 1/14/10.

18. Robert Kilroy, Jr. Police Officer, step increase from PD1-step 3, \$940.96/wk to step 4, \$1,006.08/wk, eff 3/2/10.
19. Linda Menyo, Admin Asst to Fire Chief, step increase from P26, step 10, \$47,827/yr to P26, step 11, \$48,784/yr, eff 2/20/10.
20. Wayne Pryon, Water System Tech, S&W, step increase from W5A-3, \$22.77/hr to W5A-4, \$23.13/hr, eff 3/26/10.
21. Robert Simmons, Police Officer, step increase from step 5, \$1,026.18/wk to step 6, \$1046.71/wk, eff 3/6/10.
22. David Smolinsky, Police Sgt, step increase from step 2, \$1,055.55/wk to step 3, \$1,119.74/wk, eff 2/11/10.
23. Brian Spillane, SMEO, S&W, step increase from W4-3, \$21.90/hr to W4-4, \$22.25/hr, eff 1/23/10.

**RECREATION – SEASONAL:**

24. John Adams, new hire, program instructor, \$8.50/hr, eff 2/1/10
25. James Adams, rehire, program instructor, \$8.50/hr, eff 1/18/10.
26. Susan Glancy, rehire, specialized instructor, \$25.00/hr, eff 2/1/10.
27. Craig Hanely, new hire, program instructor, , \$8.50/hr eff 1/19/10.
28. Matthew Lavanchy, new hire, program instructor, \$8.50/hr, eff 2/15/10.
29. Stephen Palmacci, new hire, specialized instructor, , \$25.00/hr, eff 1/25/10
30. Myrza Rodriguez-Fearnley, new hire, specialized instructor, \$25.00/hr, eff 1/23/10.
31. Holli Armstrong, specialized instructor, recreation, resignation eff 2/22/10.
32. Ana Bolivar, specialized instructor, recreation, resignation eff 2/22/10.
33. Natalya Bratslaver, specialized instructor, recreation, resignation eff 2/22/10.
34. Ellis Bremilst, specialized instructor, recreation, resignation eff 2/22/10.
35. Aubrey Cochrane, specialized instructor, recreation, resignation eff 2/22/10.
36. Stephanie DaCosta, specialized instructor, recreation, resignation eff 2/22/10.
37. Sarah Milonas, specialized instructor, recreation, resignation eff 2/22/10.
38. Mari Seidler, specialized instructor, recreation, resignation eff 2/22/10.
39. Deneen Snuffer, specialized instructor, recreation, resignation eff 2/22/10.
40. Dorothea Uniacke, specialized instructor, recreation, resignation eff 2/22/10.
41. Conor Hutchinson, program aide, recreation, resignation eff 2/22/10.
42. Alyssa Murphy, program aide, recreation, resignation eff 2/22/10.
43. Kristen Radoccia, program aide, recreation, resignation eff 2/22/10.
44. William Hickey, program instructor, recreation, resignation eff 2/22/10.
45. Shannon McDermott, program instructor, recreation, resignation eff 2/22/10.
46. Ryan Prendergast, program instructor, recreation, resignation eff 2/22/10.