



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 APRIL 28, 2008

A regular meeting of the Walpole Personnel Board was held on Monday, April 28, 2008 at 7:00 p.m. in Room #116. The following were present:

Brian Davis, Chairperson
Mary Campbell
Betsy Doak
Phil Hinds
Nancy McCabe (arrived at 7:15)

Also: James Johnson, Asst. Town Administrator

MINUTES:

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

The Board approves the Minutes of January 2, 2008 with the noted corrections.

Motion was voted 4-0, unanimous.

EXCESS VACATION:

Town Accountant requested carry over of excess time to be used by April 15th. All time was used except for one half hour.

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

The Board approved of the carry over of vacation time to be used by April 15th.

Motion was voted 4-0, unanimous.

DPW JOB DESCRIPTIONS:

ASCME union President Cheryl Pember had requested that the Board rescind their vote of May 15, 2006 where the Board approved of the revised DPW union job descriptions. There have been no further discussions with the union members. Board taking "NO ACTION"

ADMINISTRATIVE ASST. to DPW DIRECTOR:

Two issues are currently before the Board. A request for reclassification of the Administrative Assistant to DPW Director and approval of the continuation of the GIS Stipend. Previously, additional information was requested from DPW Director in regards to what has changed since the stipend was put in place. Since no additional information was provided to the Board, the Board approved of the continuation of the \$3,000/yr stipend. A letter will be sent to the DPW Director inquiring as to what he is seeking in regards to this position. Invite him in to talk with the Board.

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

The Board approved of the continuation of the \$3,000/yr stipend for the Adm. Asst. to the DPW Director and to have a letter sent to DPW Director in regards his request of a reclassification of the position.

Motion was voted 5 – 0, unanimous.

TOWN MEETING ARTICLES:

Town meeting is on Monday, May 5th. There was no change to the Personnel By-law, 2% COL adjustment to the schedule, reclassification of one position - due to the recommendation of the consultant. Mr. Johnson will ask the Town Administrator if a Personnel Board should be present in case there are any questions pertaining to the Personnel Board articles.

CORRESPONDENCE: was noted and reviewed

1. Employee of the month –
 - Conchita Geyer, COA Outreach Worker – January
 - Ron Fucile, Town Clerk –February
 - Mark Benson, Bldg Maint. Foreman – March
 - Kevin Boudreau, Bldg Maint. Craftsperson - March

PERSONNEL ACTION REQUESTS: All were approved

See Attached