



# *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 JUNE 16, 2008**

A regular meeting of the Walpole Personnel Board was held on Monday, June 16, 2008 at 7:00 p.m. in Room #116 of the Town Hall. The following members were present:

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

Also: James Johnson, Asst. Town Administrator

### **MINUTES:**

Motion was made by Mr. Hinds and seconded by Ms. Campbell that:  
The Board approves of the April 28, 2008 Minutes as written.  
Motion was voted 4-0, unanimous.

### **LETTER TO DPW DIRECTOR REGARDING RECLASSIFICATION:**

Was reviewed and noted.

### **LETTER FROM DPW DIRECTOR REGARDING RECLASSIFICATION:**

Letter once again requesting reclassification – see information under appointment below.

### **ECONOMIC DEVELOPMENT & GRANT OFFICER NEW HIRE:**

Mr. Boynton, Town Administrator is requesting the approval of the Economic Development/Grant Officer new hire, Stephanie Mercandetti. Board reviewed Ms. Mercandetti's resume and approved of the new hire starting salary of P30, step 8. Mr. Boynton is also requesting the Board recognize Ms. Mercandetti's prior service towards vacation allotment.

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

The Board approves the 5 years prior service towards the vacation allotment. On Ms. Mercandetti's first anniversary of July 28, 2009 she will be granted three (3) weeks vacation.

Motion was voted 5-0, unanimous.

### **PRINCIPAL CLERK JOB DESCRIPTION:**

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

The Board approves of the revised job description that includes the added wording under Police Department Principals Clerk's examples of work (new position for FY09).

Motion was voted 5-0, unanimous.

### **APPOINTMENT:**

7:20 - Robert O'Brien, DPW Director

Mr. O'Brien met with the Board to discuss the Administrative Assistant position. He had previously requested a reclassification of the position due to the added duties and responsibilities of the GIS Assistant and the Pavement Management Program. He had and is currently requesting a reclassification to Grade P27, step 5 which incorporates the stipend and reflects the actual job duties. The Administrative Assistant has been receiving a stipend for taking on the duties of the GIS for the past three years. Mr. O'Brien feels that the reclassification would be a good deal for the town since they do not need to hire a full time GIS Coordinator. Prior to Ms. Denehy taking on the responsibilities the full time GIS person had left on disability retirement. Ms. Campbell stated that a number of people have been asked to pick up more duties and responsibilities without any additional compensation.

Mr. O'Brien feels that the position has become more comparable to those positions in Grade P27. He does not see the GIS position being filled anytime in the near future and states that the services of Ms. Denehy is low cost and eliminates the need for a consultant.

Mr. Davis stated that a bigger part would be the domino effect, other positions (i.e. Administrative Asst to Police Chief, Administrative Asst to Fire Chief, Administrative Secretary to the Board of Selectmen/Town Administrator) would request that their position be reclassified also.

Kathy Winston, member of the Board of Selectmen attended the meeting in support of this request, stated that Ms. Denehy has taken over the duties of the GIS, does not complain about the additional work, she works later in the day, and she is a very hard worker. Once in a while we must do the right thing for the employee, appreciates that the Board is concerned with the domino effect.

Mr. O'Brien sees what the Board is wrestling with, this is a valid reason and that there are inequities.

Mr. Davis stated that the Board just went through a classification study and that this was never raised with the consultant.

Ms. Donohue, Board Secretary stated that no department head or employees met with the consultant, that the study was to just to be sure that the salaries were comparable to other communities. The next classification study would be a more thorough one.

The question was raised as to what additional duties were taken on by the other two Administrative Assistant personnel. There was no answer for this for we do not know unless we inquire of the two employees currently in the position now. The question was also raised that should the Administrative Assistant position be changed to Administrative Secretary. If any change was to take place it would not be effective until July 1, 2009.

Mr. O'Brien stated that this was a stand alone request for his secretary that others can make their own case. He would like to have an answer tonight, good for staff, every year he has to ask for the continuation of the stipend, insulting to his staff. He wasn't aware that the Board was looking for additional information, by time the request came through for the additional info, town meeting was over.

Ms. Winston stated that Mr. O'Brien is a very conservative person, works miracles with his budget. More money should be provided for someone who has accepted two big projects.

Mr. Davis asked if both Mr. O'Brien and Ms. Winston would step out of the meeting room so that the board can discuss this. Both agreed.

The Board reviewed and discussed all the information.

When Mr. O'Brien and Ms. Winston returned to the room, Mr. Davis stated that this issue was discussed earlier on, needed to view a revised job description that reflects the changes. He stated that the board was not in position tonight to reclassify the position, however the Board will consider increasing the stipend to \$4,500 and would be on a self renewing basis, no need to request each year. The Board will consider looking into reclassifying the position.

Ms. Campbell stated that there is a process that the Board needs to go through prior to reclassifying a position, can't just not follow the process, does not sit right with her.

Mr. Davis stated that the Board will vote on the reclassification next month that the existing description needs to be updated to reflect the additional duties and responsibilities, then consider reclassifying the position.

Mr. O'Brien felt that the increase in stipend would be equitable.

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

The Administrative Assistant to the DPW Director stipend be increased to \$4,500 and would be on a self renewing basis.

Motion was voted 5-0, unanimous.

**CORRESPONDENCE: was noted and reviewed**

1. Employee of the month –

Mary Frisbee, Administrative Board Secretary to S&W Comm - April

**PERSONNEL ACTION REQUESTS: All were approved**

See Attached