



# *Town Of Walpole*

## *Commonwealth of Massachusetts*

### **PERSONNEL BOARD**

Albert DeNapoli, Chair  
William Ryan, Vice-Chair  
Mary Campbell  
Phil Hinds  
John Sheppard

Town Hall  
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### **MINUTES OF JANUARY 20, 2015**

A meeting of the Personnel Board was held on Tuesday, January 20, 2015 at 7:30 p.m. in Room #112 of the Town Hall. Albert DeNapoli was unable to attend. The following members were present:

William Ryan, Vice Chair  
Mary Campbell  
Phil Hinds  
John Sheppard

Also: James Johnson, Interim Town Administrator – arrived at 7:50

### **MINUTES:**

Motion was made by Mr. Hinds and seconded by Mr. Sheppard that:

The Minutes of December 15, 2014 be approved

Motion was voted 4-0-0

### **ELDER SERVICE ADVOCATE:**

Courtney Riley, Council on Aging Director is requesting that the Board adjust the salary schedule for the Elder Service Advocate position. This was a new position in 2014 with a flat rate of \$15.50. Ms. Riley is requesting that the Board replace the flat rate with a range of \$15.50 - \$20.50. The position has increased in duties since it was created and feel the salary being offered is now too low for the position itself which is paid entirely out of the state Formula Grant.

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

The Board recommends a change in rate to the Elder Service Advocate position, change from a flat rate of \$15.50 per hour to a range of \$15.50 - \$20.50 per hour.

Motion was voted 4-0-0, unanimous.

### **SEASONAL LABORER POSITION:**

After completing a survey of the Seasonal Laborer position with surrounding towns the Board will rescind their vote on October 21<sup>st</sup> making it a flat rate and moving to the seasonal schedule. The survey showed that the position should remain on the hourly schedule grade H-7.

Motion was made by Mr. Ryan and seconded by Mr. Sheppard that:

The Board to rescind their vote at a prior meeting and leave the position at grade H-7.

Motion was voted 4-0-0, unanimous.

**FRINGE BENEFITS:**

A memo was received by Jack Wiley, Conservation Commission to request that the Board recognize hours paid out of the Wetlands Filing Fee Account for the Conservation Agent to be included in calculating accrued time. Ms. Landis is budgeted to work 26 hours per week from the Conservation Commission budget. Over 2014 calendar year she was paid for 109.35 hours from the Wetlands Filing Fee Account averaging 2.1 hrs per week. The hours worked are not consistent - (weekly). The members feel that it could be an administrative burden for one person, it is not being done for any other employee. Jim Johnson, Interim Town Administrator stated that he is requesting an increase in Ms. Landis hours from 26 to 27 hrs/wk for FY2016. The Board stated that we only recognize budgeted hours towards accruals. They don't want to start a practice of recognizing hours that could be paid from other funds ie. Fire and Police depts, Engineering, Board of Health, COA, Planning Board.

**CORRESPONDENCE: was noted and reviewed**

1. Memo sent to BOS regarding Articles for 2015 STM

**PERSONNEL ACTION REQUESTS: All were approved**

1. Donald Anderson, Supt of Bldg Maint, step increase, step 10, \$89,650/yr, eff 2/2/15.
2. Elizabeth Dennehy, new hire, Comm & Economic Dev Dir, P7, step 14, \$83,189/yr, eff 1/5/15
3. Michael Donovan, IT Director, step increase, step 9, \$87,892/yr, eff 1/28/15
4. Kathleen Hutchinson, Ass. Treasurer/Collector, step increase, step 11, \$67,260/yr, eff 2/2/15.
5. Albert King, Firefighter, step increase, step 6, \$1,151.55/wk, eff 2/1/15.
6. Kevin Morrissey, Firefighter, step increase, step 4, \$1,101.43/wk, eff 1/3/15
7. Denise Sullivan, Library Clerk, step increase, step 2, \$16.72/hr, eff 1/6/15
8. David Sotille, new hire, PW Craftsperson, Hwy, W3-step 1, \$22.96/hr, eff 1/12/15
9. John Spillane, Acting Animal Control Officer, COL incr \$46,199/yr, eff 1/1/15
10. Sarah Verbisky, Library Clerk, step increase, step 4, \$17.39/hr, eff 2/6/15.
11. James Wilson, Firefighter, step increase, step 6, \$1,151.55/wk, eff 1/25/15
12. New hire – program Asst, Sr. Work Off Abatement – Harry Eisner, eff 11/1/14, Anita Fenner, eff 12/1/14, David Ferrara, eff 1/6/15, Helen Howard, Richard McCarthy and Sara Olson eff 7/1/14

**Recreation Seasonal positions:**

13. Hendrigo Costa, new hire, specialized instructor, \$20.00/hr, eff 1/15-2/28/15– Adult Fitness
14. Timothy Duffy, new hire, program aide, \$8.00/hr, eff 12/16/14 – youth program
15. Mark Yat-Sze, new hire, specialized instructor, \$20.00/hr, eff 2/1-3/1/15 – Adult Ed
16. Steve Marchena, new hire, specialized instructor, \$50.00, eff 2/1-3/1/15 – Adult Ed

**Meeting Adjourned at 8:15**

**Next Meeting – Tuesday, February 17, 2015**