



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Mary Campbell, Co-Chair
Phil Hinds, Co-Chair
Al DeNapoli
William Ryan
John Sheppard

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MINUTES OF JANUARY 21, 2014

A meeting of the Personnel Board was held on Tuesday, January 21, 2014 at 7:30 p.m. in Room #116 of the Town Hall. All members were present:

Mary Campbell, Co-Chair
Phil Hinds, Co-Chair – arrived at 7:45
Al DeNapoli
William Ryan
John Sheppard

Also: James Johnson, Asst Town Administrator – arrived at 7:45

MINUTES:

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

The Board approves the Minutes of November 19, 2013.

Motion was voted 3-0-1, Mr. Sheppard abstained

ELDER SERVICE ADVOCATE JOB DESCRIPTION:

Ms. Courtney Riley, COA Director met with the Board to inform the board of the need for a position in her office called Elder Service Advocate. The position will be paid under a formula grant through the Elder Services for this fiscal year, through June 30th. The position will establish and maintain senior and volunteer programs, including recruitment, training, record-keeping and statistics. She would like to hire someone for 15 hours per week, no benefits at \$15.50 per hour.

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

The Board approves of the new Elder Services Advocate job description. The position will be placed under the GRANT section of the salary schedule as G-1 at \$15.50 per hour.

Motion was voted 4-0, unanimous.

Mr. Hinds has arrived

CHAIR/VICE CHAIR:

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

The Board nominates Al DeNapoli as Chair and Bill Ryan as Vice Chair.

Motion was voted 3-0; Al DeNapoli and Bill Ryan abstained

RECREATION DEPARTMENT:

Town Administration plans to implement a new position in the Recreation department called Recreation Business Manager. This position would coordinate and supervise the management of the financial and business affairs of the department. Also act as advisor to the Recreation Director on all aspects of the department relating to the business and financial affairs. Administration has been concerned with Mr. Cole's (Recreation Director) management of the department and funds under the revolving accounts. They have spoken with Mr. Cole last year and have not seen an improvement. Administration needs a better handling of the finances. The current Recreation Coordinator job description will be revised to Business Manager.

The revised job description was sent to Mr. Cole last week for his comments. Mr. Cole finally responded back today. He would like to give the Chad Norton (Recreation Coordinator) more authority in the department. He is proposing to reclassify Mr. Norton to Assistant Recreation Director/Business Manager. He would like to keep Mr. Norton involved with the various programs in the department. Mr. Cole is also recommending reclassifying Aicha Kelley, Specialized Instructor and Lauren Macomber, Program Director to Recreation Coordinator. All three of these individuals are paid out of the revolving funds.

Administration would like to give Mr. Cole six months the opportunity to turn the department around. This would be his final chance.

Ms. Campbell stated that Administration has given Mr. Cole many chances. How much more can you give him? You are taking away some of the duties and responsibilities under the Recreation Director to the Business Manager position. We keep coming up with something to bail him out

Mr. Johnson stated that Administration feels that Mr. Cole may be great as a Program Director. Administration has bent over backwards to give Mr. Cole a chance to improve in his management. They have requested various reports from him in regards to the revolving funds and Mr. Cole has failed to provide adequate information. Mr. Cole's hours will be decreased from 40 hours per week to 35 hours per week. His salary will be decreased from approximately \$95,000 to \$83,000.

Mr. Johnson stated that they spoke with Mr. Norton about the revised position. Both he and Mr. Cole have been meeting with the Town Accountant each week to go over the financial funds and how to set it up to monitor each program. Mr. Chad wants to still be involved in doing programs. It may be best to have Mr. Cole to come in and meet with the Board to explain what he is recommending.

Mr. Ryan does not want to go along with Mr. Cole's recommendation. Someone should be monitoring him more closely. His position falls under the DPW Director whose main responsibility is Public Works not recreation. The recreation department should be taken out from under the Department of Public Works and put under Town Administration.

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

The supervision of the Recreation Director and the Recreation Department be removed from under the DPW Director. The Recreation Director and the Recreation Department report to the Town Administrator and Asst. Town Administrator.

Motion was voted 5-0, unanimous.

CORRESPONDENCE:

PERSONNEL ACTION REQUESTS: All were approved

1. Donald Anderson, Supt of Bldg Maint, step incr from step 8, \$84,471/yr to step 9, \$86,160/yr, eff 2/2/14.
2. Timothy Bailey, Laborer, Parks, step incr from step 2, \$20.21/hr to step 3, \$20.82/hr, eff 1/3/14.
3. Taylor Bethoney, Police Officer, step incr from step 1, \$895.66/wk to step 2, \$964.98/wk, eff 1/14/14.
4. Carol Check, new hire, election officer, \$9.18/hr, eff 1/7/14.

5. Michael Donovan, IT Director, step incr from step 7, \$82,814/yr to step 8, \$84,471/yr, eff 1/28/14.
6. Sean Ford-Withrow, Animal Control Officer, resignation effective 1/29/14.
7. Emily Gillon, library page, resignation eff 8/31/13.
8. Andrew Hand, Asst Supt of Hwy & Parks, step incr from step 14, \$81,550/yr to step 15, \$83,181/yr, eff 1/3/14.
9. Thomas Hart, Police Officer, step incr from step 1, \$895.66/wk to step 2, \$964.98/wk, eff 1/14/14.
10. Joy Idman, Payroll Asst, step incr from step 11, \$26.91/hr to step 12, \$27.58/hr, eff 1/4/14.
11. David W. Jenks, new hire, Firefighter/Paramedic, step 1, \$882.43/wk, eff 12/26/13.
12. Albert King, Firefighter/Paramedic, step incr from step 4, \$1,079.83/wk to step 5, \$1,101.44/wk, eff 2/1/14.
13. Kyle Meredith, Seasonal landscape Staff, resignation eff 11/20/13.
14. Shawn Manning, temporary rehire, Motor Equipment Repairperson, step 4, \$26.83/hr, eff 1/13/13.
15. Patrick Moriarty, police officer, step incr from step 3, \$1,023.67/wk to step 4, \$1,094.51/wk, eff 2/28/14.
16. Kevin Morrissey, Firefighter/Paramedic, step incr from step 2, \$952.07/wk to step 3, \$1,010.16/wk, eff 1/3/14.
17. Luke Parlon, police officer, step incr from step 5, \$1,116.39/wk to step 6, \$1,138.71/wk, eff 2/1/14.
18. Doreen Riley, Staff Asst, Finance Dept, step incr from step 9, \$24.29/hr to step 10, \$24.90/hr, eff 1/4/14.
19. John Spillane, rehire, Acting Animal Control Officer, step 3, \$45,288/yr, eff 12/9/13.
20. Denise Sullivan, promotion from sr. page, \$12.48/hr, to Library Clerk step 1, \$16.07/hr, eff 1/6/14.
21. Ian Tolland, police officer, step incr from step 3, \$1,023.67/wk to step 4, \$1,094.51/wk, eff 2/28/14.
22. Jason Wilson, Firefighter/Paramedic, step incr from step 4, \$1,079.83/wk to step 5, \$1,101.44/wk, eff 1/25/14.
23. Tanya Clark, new hire, spec instr, recr, \$30.00/hr, eff 12/2/13 – Zumba Instructor
24. Thomas Demarais, rehire, program instr, recr, \$9.50/hr, eff 12/30/13 – Youth sports
25. Colleen O'Connor, new hire, program aide, \$8.00/hr, eff 1/21/14 – youth sports

Minutes completed by Valorie Donohue, Human Resource Administrator