



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

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

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MINUTES OF OCTOBER 21, 2014

A meeting of the Personnel Board was held on Tuesday, October 21, 2014 at 7:30 p.m. in Room #116 of the Town Hall. Mary Campbell and Phil Hinds were unable to attend. The following members were present:

Al DeNapoli, Chair
William Ryan
John Sheppard

Also: James Johnson, Asst Town Administrator

MINUTES:

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

The Board approves the Minutes of June 17, 2014.
Motion was voted 3-0-0, unanimous

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

The Board approves the Minutes of September 16, 2014.
Motion was voted 3-0-0, unanimous.

CHANGES TO SALARY SCHEDULE:

Interim Town Administrator explained his reasoning for the re-grade of a couple of positions. The Administrative Assistance to the DPW Director, Fire Chief, Police Chief rate of pay has fallen below the Clerical union Senior Staff Assistant position. The Administrative Assistant has more responsibility in their work duties than those in the union. To name a few - they process department payroll of 40+ employees which could be very time consuming with rate differentials, OT, 111F, etc; they also assist the department head in the annual budget process which is also very time consuming. One of the Administrative Assistants' also supervised a couple of part time employees in the department. After a lengthily discussion it was voted to re-grade this positions.

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

The Administrative Assistant will be re-graded from P-11 to P-10 effective July 1, 2015.
Motion was voted 3-0-0, unanimous.

Interim Town Administrator requested a re-grade of the Assistant Town Accountant position. The position of Assistant Treasurer/Collector is one grade above the Assistant Town Accountant. He believes that both of these positions are equal in requirement and responsibilities.

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

The Assistant Town Accountant will be re-graded from P-10 to P-9, effective July 1, 2015.
Motion was voted 3-0-0, unanimous.

Mr. Ryan requested that the seasonal laborer position be re-graded from the hourly schedule to the Recreation/Seasonal schedule. His reason for the request is that the town hires a seasonal laborer to work 12 – 16 weeks during the summer season, they return the next year and are given a step increase. He stated that when the town hires a person to work year round that this person must wait one year to obtain a step increase. Why should a seasonal laborer come in at the next step when he/she only works 16 weeks in the year. Other Board members agreed.

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

The Seasonal Laborer will be re-graded from the hourly schedule to the Recreation/Seasonal Schedule R-10 \$12.00/hour.

Motion was voted 3-0-0, unanimous.

COST OF LIVING INCREASE:

Interim Town Administrator informed the Board members that four of the union contracts have settled. The cost of living adjustments for the union is 2.5% - Fire - 2.75% - Clerical, DPW & Library for July 1, 2015. All the unions had settled for 2% this year whereas the non-union received a split increase of 1% July 1, 2014 and 1% January 1, 2015 which equals out to be 1.5% overall increase. The town unions have also agreed to change the percentage in the health insurance contribution for new hires from 30% to 40%. Board of Selectmen voted last week to change the non-union employees for both the town and schools from 30% to 40% for new hires effective November 1, 2014. In order to be fair to the non-union employees, Mr. Johnson requested a 2.5% cost of living adjustment for FY16.

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

The salary schedule will be adjusted with a 2.5% cost of living increase effective July 1, 2015.

Motion was voted 2-1-0, Mr. Sheppard opposed.

FAMILY LEAVE POLICY:

The current policy was revised to include the wording on members of the family that are in serving in the military. This was a change in the Federal law.

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

The current Family Leave Policy is approved with the added wording on the military.

Motion was voted 3-0-0, unanimous.

LETTER TO DEPARTMENT HEAD ON PERFORMANCE EVALUATIONS:

Members reviewed the letter, made recommendation to make minor changes to the letter.

UNION NEGOTIATIONS: Police – still in negotiations

CORRESPONDENCE: None

PERSONNEL ACTION REQUESTS: All were approved

1. Ryan Anderson, Firefighter, step incr from step 2, \$971.11/wk to step 3, \$1,030.36/wk, eff 11/6/14
2. Brian Becker, Police Sgt, step incr from step 3, \$1,218.16/wk to step 4, \$1,302.47/wk eff 9/25/14
3. Jonathan Cogan, Veteran's Agent, step incr from step 4, \$46,656/yr to step 5, \$47,589/yr, eff 9/27/14
4. Jodi Cuneo, Town Accountant, step incr from step 9, \$87,021/yr to step 10, \$88,762/yr, eff 11/8/14
5. Denis Donohue, new hire, Election Officer, \$9.27/hr, eff 11/4/14
6. Michael Doyle, new hire, Recreation Director, step 11, \$77,615/yr, eff 10/14/14
7. Nancy Genesky, Princ Clk, BOS, step incr from step 1, \$19.99/hr to step 2, \$20.39/hr, eff 9/23/14
8. Peter Jabaily, new hire Cable Technician, \$30.00/hr, eff 9/30/14
9. Christopher MacKenzie, Police Lt, step incr from step 1, \$74,272/yr to step 2, \$75,757/yr, eff 9/25/14
10. Jack Mee, Bldg Commissioner, resignation eff 10/24/14
11. Stephanie Mercandetti, Community & Economic Development Director, resignation eff 11/14/14.
12. Chad Norton, Acting Recr Director, \$63,671/yr to Asst. Recr Dir/Business Mgr, \$61,522/yr, eff 10/14/14

13. John Rego, Parks SMEO, step incr from step 2, \$23.48/hr to step 3, \$23.82/hr, eff 10/22/14
14. Brittany Rinn, dispatcher, step incr from step 1, \$19.99/hr to \$20.39/hr, eff 10/28/14.
15. Christopher Smith, S&W Laborer, step incr from step 1, \$19.62/hr to step 2, \$20.21/hr, eff 10/21/14
16. Michael Yanovitch, new hire, Bldg Commissioner, new hire, step 11, \$90,537/yr, eff 11/3/14.
17. Melinda Frangia, new hire, recr spec instructor, \$20.00/hr, eff 9/17/14 – youth programs
18. Emma Lederman, new hire, program aide, \$8.00/hr, eff 10/14/14 – youth programs