



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta
John Sheppard

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MINUTES OF FEBRUARY 2, 2016

A meeting of the Personnel Board was held on Tuesday, February 2, 2016 at 7:00 p.m. in Room #116 of the Town Hall. The following members were present:

Albert DeNapoli, Chair
John Sheppard
Phil Hinds
Joseph Moraski
Ann Ragosta

APPOINTMENT:

7:15 – Patrick Shield, Recreation Director and Brendan Croak, Assistant Recreation Director:

Mr. Shield had met with the Board previously in September. Members of the Board had questions as to the hiring practices and wages for the Personnel Action Request forms that were coming before them. As a result of that meeting, Mr. Shields did an extensive salary survey with the results of the Recreation Wage Survey and Recommendations to the Walpole Personnel Board coming before them tonight. His mission statement explained his attempt to try to document the most challenging issues. His mission statement consisted of the “introduction, methodology, findings, analysis, discussion and recommendations. He surveyed 26 communities; the Massachusetts Parks and Recreation Association (MPRA) had also conducted a survey of every city and town in the state. The survey results included the min/max mean from MPRA survey. It was found that Walpole was low in across the board on all of their seasonal positions. Mr. Shield submitted his recommendation for a revised schedule which is broken up into 3 categories, Program Staff; Aquatics Staff; Specialized Staff; initial proposal was to have three steps for each position. After the board reviewed the documentation they felt that it would be best to stay with the minimum and maximum salary range, not steps due to the large increase between each step. The minimum and maximum will provide the Mr. Shield with more flexibility for placement of hourly rate in the hiring and rehiring of employees. The S-1 position “Day Camp/Day Program Director” would be overseeing the camp at Jarvis Farm. The members felt that this title was inadequate and requested Mr. Shield’s to rename this position title.

The current job descriptions have not been revised since 1995. Mr. Shields is in the process of updating all descriptions which will come before the Board at their March meeting for approval. Along with the descriptions, Mr. Shield will also have a revised schedule for the Board members to review and vote on.

PERSONNEL ACTION REQUEST: All were approved

Next meeting Tuesday, March 8, 2016

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

Meeting will be adjourned at 8:45 p.m.

Motion was voted 5-0-0, unanimous.