



# *Town Of Walpole*

## *Commonwealth of Massachusetts*

### **PERSONNEL BOARD**

Mary Campbell, Co-Chair  
Phil Hinds, Co-Chair  
Brian Davis  
William Ryan  
John Sheppard

Town Hall  
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### **MINUTES OF MARCH 18, 2013**

A regular meeting of the Personnel Board was held on Monday, March 18, 2013, at 7:30 p.m. in room #116 of the Town Hall. John Sheppard was unable to attend. The following were present:

Mary Campbell, Co-Chair  
Phil Hinds, Co-Chair  
William Ryan  
Al DeNapoli – new member, not yet a sworn in member

Also: James Johnson, Asst. Town Administrator  
Valorie Donohue, Human Resource Administrator

### **MINUTES:**

Motion was made by Mr. Hinds and seconded by Mr. Ryan that:  
The Minutes of January 14, 2013 be approved  
Motion was voted 3-0, unanimous

### **EMERGENCY OPERATIONS CENTER STAFFING:**

Administration is requesting 14 hours of additional personal time for department heads that worked the blizzard of February 8<sup>th</sup>, Friday through Saturday morning.

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

The Board approves of 14 hours of additional personal time to those employees that were part of the emergency operations center staffing.

Motion was voted 3-0, unanimous.

### **JOB DESCRIPTION:**

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

The Board approves of the revised dispatcher job description.

Motion was voted 3-0, unanimous.

### **PRIOR SERVICE:**

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

The Board approves up to five years of prior service for Michael Donovan's as MIS Director for the Town of Saugus and IT Director for Town of Swampscott towards vacation accrual only.

Motion was voted 3-0, unanimous.

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

The Board approves up to five years of prior service for Courtney Sullivan's as Program Director at Linden Ponds, Hingham towards vacation accrual only.

Motion was voted 3-0, unanimous.

#### **PART-TIME DISPATCHER:**

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

The Board approves of starting hourly rate at step 3 for Ilanna Ball, PT dispatcher who is fully trained in Emergency Medical Dispatch, E911 and all dispatch functions.

Motion was voted 3-0, unanimous.

#### **CORRESPONDENCE: was noted and reviewed**

1. Employee of the month
  - a. November – Karen Beaton
  - b. December – Ava Martin

#### **PERSONNEL ACTION REQUESTS: APPROVED**

1. Ilanna Ball, new hire, part time dispatcher, H10-step 3, \$20.18/hr, eff 3/6/13
2. Jenna Barnett, reclassification from part time dispatcher to full time dispatcher eff 1/28/13
3. Richard Cicchetti, Custodian, step incr from W1-st 3, \$20.21/hr to st 4, \$20.69/hr, eff 1/23/13. Probationary period extended 6 months.
4. Karen Connolly, Staff Assistant, Collectors, resignation eff 1/16/13
5. Joan DeCosta, promotion from CSR, S&W, C1-st 6, \$20.93 to Staff Asst, Collectors, C2-st 6, \$22.11/hr, eff 3/11/13
6. Michael Donovan, new hire, IT Director, P30-step 7, \$81,190/yr, eff 1/28/13
7. Michael Eisenhauer, new hire, temporary Dep Plumbing/Gas Insp, \$23.32/hr, eff 2/19/13
8. Ryan Ferreira, Firefighter, step increase from step 3, \$990.36/wk to step 4, \$1,058.66/wk, eff 3/10/13
9. Edward Gavin, firefighter, step incr from step 2, \$933.41/wk to step 3, \$990.36/wk, eff 5/2/13.
10. Kathleen Hutchinson, Asst. Treasurer/Collector, step inc from P28-step8, \$60,912/yr to step 9, \$62,130/yr, eff 2/2/13
11. Andrew Kiewlicz, Police officer, st incr from st 3, \$1,003.50/wk to st 4, \$1,072.95/wk, eff 3/5/13
12. John Lee, reclassify from deputy gas/plumbing inspector to inspector, eff 4/1/13
13. Linda Menyo, Adm Asst to Fire Chief, st incr from P26-st 13, \$54,123/yr to st 14, \$55,206/yr, eff 2/20/13
14. Patrick Moriarty, police officer, step incr from step2, \$945.96/wk to step 3, \$1,003.50/wk, eff 2/28/13
15. Luke Parlon, police officer, step incr from step 4, \$1,072.95/wk to step 5, \$1,094.39/wk, eff 2/1/13.
16. Thomas Perciaccante, Jr, dispatcher, resign from full time position to work as per diem, eff 1/26/13
17. Christopher Shea, Firefighter, step incr from step 5, \$1,079.84/wk to step 6, \$1,106.83/wk, eff 5/12/13
18. David Smolinsky, police Sgt, step incr from step 5, \$1,302.33/wk to step 6, \$1,328.38/wk eff 2/11/13.
19. Courtney Sullivan, new hire, COA Director, P29-step6, \$63,181/yr, eff 4/1/13.
20. Ian Tolland, police officer, step incr from step2, \$945.96/wk to step 3, \$1,003.50/wk, eff 2/28/13.
21. Matthew Treannie, firefighter, step incr from step 2, \$933.41/wk to step 3, \$990.36/wk, eff 5/6/13.
22. Sarah Verbisky, Library Clerk, step incr from step 1, \$15.75/hr to step 2, \$16.07/hr, eff 2/6/13
23. Sean Withrow, Animal Contr Officer, st incr from P26-st2, \$43,529/yr, to st 3, \$44,400/yr, eff 1/31/13

24. New hires Sr Work Off Abatement, Ted Case-eff 3/1/3, Carol Johnson-eff 3/11/13, Isabelle Swenson-eff 2/1/13.
25. Resignation – Sr Work Off Abatement, Shirley Esthimer

**RECREATION:**

1. Thomas Demarais, new hire, program aide, \$8.00/hr, eff 2/4-6/1/13 – Youth Sports
2. Nathaniel Kelley, new hire, program aide, \$8.00/hr, eff 1/7/13 – Youth Sports
3. Erin McWeeney, new hire, progr instr, \$9.00/hr, eff 3/12-13 – Youth Robotics
4. Hanna O’Leary, new hire, progr instr, \$9.00/hr, eff 3/12-13 – Youth Robotics
5. Michael Rando, new hire, program aide, \$8.00/hr, eff 3/1-6/1/13 – Youth Sports
6. Bridget Sheppard, Spec Instr, resignation eff 2/5/13
7. Eileen Sheppard, spec inst, resignation eff 2/5/13

Minutes completed by Valorie Donohue, Human Resource Administrator