



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

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

Town Hall
135 School Street
Walpole, MA 02081
Phone (508)-660-7294
Fax (508)-660-7303

MINUTES OF APRIL 1, 2014

A meeting of the Personnel Board was held on Tuesday, April 1, 2014 at 7:30 p.m. in Room #123 of the Town Hall. All members were present:

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

Also: James Johnson, Asst Town Administrator
Robert O'Brien, DPW Director

MINUTES:

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

The Board approves the Minutes of March 18, 2014 with noted corrections.

Motion was voted 5-0, unanimous.

RECREATION RE-ORGANIZATION:

Mr. Johnson gave a memo to the Board on the reorganization of the recreation department. He wanted to inform the board on the steps he had taken prior to coming before the board. He stated that Val and I met with Josh on Friday, March 28th. At the last meeting Josh submitted his request of changes for the department along with what the added cost to put the changes in place. I had Val crunch the numbers. They didn't agree with Josh's proposal. The total cost would be \$42,036, not \$22,819 as indicated in his proposal. I asked Josh if his department was going to be able to absorb the added cost. He stated that the revolving fund would be able to absorb the changes and needed the reorganization of the department to improve the operation of the department.

In the memo Jim went over what was discussed with each of the four individuals Chad Norton moving from Recreation Coordinator to newly created Assistant Recreation Director/Business Manager position; Aicha Kelley, Lauren Macomber and Brendan Croak moving from specialized instructor, paid hourly, to Recreation Coordinator, step 1, \$43,530/yr. Three of the employees were in favor of the change; Ms Kelley stated that she wasn't sure if she wanted to go along with the change in position. Recreation Committee is in full support of Josh's proposal. Jim stated that Administration is willing to go along with whatever decision the Personnel Board makes in regards to the proposal. He has some concerns about the cost impact, specifically concerned that almost half of the cost relies on the assumption that the three recreation coordinators will need to generate \$20,000 in new programs and sponsorships to help pay for their increase in salaries. He is concerned that this proposal would be too costly for the department to sustain over a long period of time.

Personnel Board listened to all that Jim had to say; asked a great number of questions and had concerns of their own with the recommended proposals. They were concerned that if Chad was not able to fulfill his duties in the new position that he could be terminated; concerned that the department would not be

able to raise \$20,000 over the next year and then to continue to bring in \$20,000+ each year thereafter.; concerned that this is going to be a very expensive change and will drain the money in the revolving funds; also concerned that Josh is putting too much on the line, that he could end up losing his job over this. The board feels that this proposal is all over the place. Too many changes are being requested. The Board feels that we should address the problem and fix it.

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

The Board recommends no change to the Recreation Coordinator description, leave the 3 employees on the Recreation (R9) schedule, will relook at in June to possibly add a position to the hourly schedule.

Motion was voted 5-0, unanimous.

After reviewing the Assistant Recreation Director/Business Manager job description once again the members didn't feel comfortable with all the duties and responsibilities listed for one person to do. Overseeing programs (Summer Academy, Clinics, pool staff would take up a lot of time especially over the spring and summer months. This wouldn't leave him with much time to do the other things he would be responsible for. Remove this responsibility from the description and give to Brendan to oversee.

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

The Board approves of the Assistant Recreation Director/Business Manger job description, with the removal of wording under "Distinguishing Characteristics, number 2 – the sentence pertaining to oversight of programs; also remove under Desirable Qualifications "high school grad with 3-5 yrs experience"

Motion was voted 5-0, unanimous

The members then went through the process of evaluating the description using the Position Rating Manual, series of 14 different criteria. The total score determines the pay grade of where the position will be assigned. After completing this process the position will be placed in Grade P-9.

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

The Assistant Recreation Director/Business Manager position to be slotted into Grade P-9 pending approval of Spring Town Meeting; Mr. Norton will be placed on step 7, \$60,913/yr, effective Monday, April 7, 2014.

Motion was voted 5-0, unanimous.

RECREATION DIRECTOR:

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

To reflect the change that was made in the Recreation budget a motion was made to adjust the hours of the Recreation Director from 40 hours per week to 35 hours per week effective July 1, 2014.

Motion was voted 5-0, unanimous.

PERSONNEL ACTION REQUESTS:

1. Kristine Brown, new hire, Admin Bd Sec, ZBA, step 1, \$21.35/hr, eff 4/14/14.
2. Henry Cerqueira, rehire, Deputy Animal Control Officer, stipend \$835/mo, eff 3/1/14
3. Josh Cole, Recreation Director, decrease in hours/salary from 40 hrs/wk \$95,064/yr to 35 hrs/wk, \$83,181/yr, eff 7/1/14.
4. Joan DeCosta, Staff Asst, Coll, step incr from step 6, \$22.55/hr to step 7, \$23.11/hr, eff 3/11/14
5. Brian Leary, new hire, Local Inspector, \$23.29/hr, eff 3/31/14.
6. Susan Manty, Principal Clk, Police, step incr from step 4, \$21.00/hr to step 5, \$21.42/hr, eff 4/6/14
7. Anthony Prata, new hire, recr program aide, \$8.00/hr, eff 3/17/14