



Town Of Walpole

Commonwealth of Massachusetts

PERSONNEL BOARD

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

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MINUTES OF APRIL 2, 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. Al DeNapoli was unable to attend. The following were present:

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

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

MINUTES:

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

The Minutes of March 18, 2013 be approved

Motion was voted 3-0-1; Mr. Sheppard abstained due to not being at that meeting

JOB DESCRIPTION:

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

The Board approve of the new Seasonal Landscape Staff job description with the added wording under Special Requirements of must be age 18+..

Motion was voted 4-0, unanimous.

SALARY SCHEDULE:

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

The position of Seasonal Landscape Staff is added to the hourly salary schedule at H-7.

Motion was voted 4-0, unanimous.

PERSONNEL BY-LAW:

A number of department heads have expressed some concern with one of the changes to the Compensatory time by-law which limits them to earning up to 40 hours in a fiscal year. DPW Superintendents work many hours during the winter months with snow removal. These employee do not earn additional pay for hours worked over their normal 40 hours per week, in lieu of not being paid overtime they are able to earn compensatory time to take off at a later date. Board members decided to withdraw that portion of the by-law change and review over the next fiscal year for changes in fiscal year 2015.

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

The Board will withdraw the change to the amount of hours a department head is able to earn Comp Time. The only changes to this by-law will be changed to the grade numbers to coincide with the revised grading of the salary schedule.

Motion was voted 4-0, unanimous.

CORRESPONDENCE:

PERSONNEL ACTION REQUESTS: All were approved

1. Richard Cantrell, new hire, Sr. Work off Program, eff 4/1/13
2. Donald Doucette, Water System Tech, retirement eff 3/25/13.
3. Carol Fellini, Acting COA Director to Van Driver, \$21.07/hr, eff 4/1/13
4. Robert Heavey, Gas/Plumbing Inspector, retirement eff 3/15/13.
5. Kathleen Hutchinson, Asst Treasurer/Collector, temporary promotion Acting Treasurer/Collector, additional \$300/wk, eff 3/25/13
6. Walter Lind, Firefighter, retirement eff 3/19/13.
7. Carly Moriarty, Dispatcher, step incr from step 5, \$21.00/hr to step 6, \$21.42/hr, eff 5/3/13

Minutes completed by Valorie Donohue, Human Resource Administrator