



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 JUNE 23, 2015

A meeting of the Personnel Board was held on Tuesday, June 23, 2015 at 7:30 p.m. in Room #116 of the Town Hall. Mary Campbell was unable to attend. The following members were present:

Al DeNapoli, Chair
Phil Hinds
William Ryan
John Sheppard

Also: Thomas Gregory, Asst. Town Administrator

MINUTES:

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

The Minutes of May 5, 2015 be approved.

Motion was voted 4-0, unanimous

CLASSIFICATION STUDY:

Bid specs to conduct a classification study were sent to vendors. To prepare for the study Board Members recommended that job descriptions be sent to the various departments for review and update.

JOB DESCRIPTIONS:

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

The Board approves of the revised job descriptions of Senior Clerk, Outreach Worker and Assistant Treasurer/Collector and the new job description of Project Manager for Design and Construction as amended.

Motion was voted 4-0, unanimous.

SALARY SCHEDULE:

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

The position of Project Manager for Design and Construction will be placed in Grade P-6.

Motion was voted 4-0, unanimous.

Mr. Gregory informed the Board that the town has requested bid quotes for a Project Manger to oversee the construction of the police station and the design of the Fire Station and Council on Aging. Once the bid quotes received are reviewed it would then be decided which would be the best way to go forward. If the town decides to hire someone as an employee then this person would not begin until the start of inception of the project.

PERSONNEL ACTION REQUESTS:

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

The Board approves of the Personnel Action Requests.

Motion was voted 4-0-0, unanimous.

Meeting adjourned at 8:30 p.m..

Next meeting Tuesday, August 11, 2015