



Town Of Walpole Commonwealth of Massachusetts

PERSONNEL BOARD

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta
Michael Teeley

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MINUTES OF AUGUST 9, 2016

A meeting of the Personnel Board was held on Tuesday, August 9, 2016 at 7:00 p.m. in the Senior Center of the Town Hall. M. All members were present:

Albert DeNapoli, Chair
Phil Hinds
Joseph Moraski
Ann Ragosta
Michael Teeley

Also: James Johnson, Town Administrator

REORGANIZATION of the Board:

A **Motion** was made by Mr. Moraski and seconded by Mr. Hinds that:
The Board nominates Al DeNapoli as Chairperson.
Motion was voted 4-0-1; Al DeNapoli abstained

A **Motion** was made by Mr. Moraski and seconded by Mr. Teeley that:
The Board nominates Ann Ragosta as Vice Chairperson.
Motion was voted 4-0-1; Ms. Ragosta abstained

MINUTES:

A **Motion** was made by Mr. Moraski and seconded by Mr. Hinds that:
The Board approves of the Minutes of June 14, 2016.
Motion was voted 4-0-1; Mr. Teeley abstained due to not being present at that meeting.

JOB DESCRIPTION:

A **Motion** was made by Mr. Moraski and seconded by Ms. Ragosta that:
The Board approves of the revised Superintendent of Sewer & Water job description.
Motion was voted 4-0-1; Mr. Teeley abstained

COMMUNITY SERVICES DEPARTMENT:

Mr. Johnson submitted a proposal of the Board of Selectmen for a Community Services Department which would include the Council on Aging, Recreation and Veteran's Departments. The cost impact would be \$13,701 in salaries, decrease of \$6,670 in the budget by moving some of the positions under the COA grant or Recreation revolving funds. Currently Patrick Shields is the Recreation Director/Acting Council on Aging Director. The Board of Selectmen and Mr. Johnson have complete confidence in Patrick. He has been attending all the meetings pertaining to the construction of the new building, overseeing the project. The Community Service Director would be responsible for the budget and provide direction and oversight for the three divisions; he would also deal with the Board of Selectmen on any questions or issues that they may have.

Mr. Teeley stated that each role (COA Director, Recreation Director and Veteran's Agent) is unique to itself. By creating the Community Service Director this would remove these three positions from under the Town Administrator; they would report to the Director.

Mr. Johnson informed the board that all three departments work well together. Hiring of any position would come under him as the Town Administrator. This proposal is before the Personnel Board to get their blessing, if not then this will go no further. He is not looking for any action from the board tonight and request that they review and discuss it at their next meeting.

Mr. Johnson has a draft job description for Community Service Director that will be on the agenda for the next board meeting. If the board supports this proposal the job descriptions for COA Director, Recreation Director and Veteran's Agent will need to be tweaked.

Mr. Moraski accepts the concept of a consolidated municipal Community Service department. This would give more oversight for Council on Aging and Veteran's and more opportunities for efficiency in the organizational chart. He sees multiple promotions happening, would like to keep the principal clerk position to report to Community Service Director and eliminate the Asst Recreation Director position.

Mr. Denapoli informed Mr. Johnson that the Board will review and put on their next meeting's agenda.

FALL TOWN MEETING WARRANT:

Memo from the Board of Selectmen informing departments that the warrant closes on August 16th.

Labor Counsel Attorney Kevin Feeley was present at today's meeting; he submitted wording to amend Personnel By-law Article 10 and 12 due to discussion at a January 12, 2016 meeting. This amendment change would help to relieve some of the conflict between the Town Charter and Personnel By-laws. The amendment is specific to the compensation level on new hires, transfers and promotions.

Mr. Moraski feels that changes need to be made to the Town Charter also. The Board is responsible for the oversight on the checks and balances. He does not want a Town Meeting member saying that the board does not abide by the Personnel By-law. He feels there is a need to go through both the Town Charter and Personnel By-law in a methodical way. This is not a quick fix.

Mr. Denapoli stated that the applicable section C is trying to change the by-law to stay consistent with Town Charter; however, Article 1 and 10 is left hanging.

Mr. Feeley stated that the wording he submitted is to change Article 10 and 12. If the rate of pay is above what is noted Mr. Johnson would come before the board to explain the reason, every situation is different, you need to place a lot of trust and good faith in the Town Administrator.

Ms. Ragosta feels that the amendment solidifies Town Administrator has approval. She inquired that if the steps were eliminated and the schedule has minimum to maximum sliding scale would this eliminate the problem of where the employee is placed.

Mr. Feeley confirmed that it would.

Mr. Denapoli stated that we need a comprehensive review of the by-laws and Town Charter; we can adopt Mr. Feeley's amendment to the by-law now and then can be changed during the comprehensive review.

A **Motion** was made by Mr. Hinds and seconded by Mr. Denapoli that:

The Board approves of Mr. Feeley's drafted amendment for the by-laws change.

Motion was voted 2 – 3 – 0 (Mr. Moraski, Ms. Ragosta and Mr. Teeley voted no)

Mr. Denapoli proposed that the Board have a work meeting to go through the Personnel By-laws and Town Charter to revise. More discussion at the next meeting.

A **Motion** was made by Mr. Moraski and seconded by Ms. Ragosta that:

The meeting is adjourned at 9:10.

Motion was voted 5-0-0, unanimous.

PERSONNEL ACTION REQUESTS: Were reviewed and approved

CORRESPONDENCE: was noted and reviewed

1. Danielle Sicard Open Meeting Law Guide for posting Agendas Procedural change