Town Of Walpole
Commonwealth of Massachusetts

PERSONNEL BOARD

Brian Davis, Chairperson
Mary Campbell, Vice Chair
Phil Hinds
Nancy McCabe
John Sheppard

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MINUTES OF AUGUST 21, 2012

A regular meeting of the Walpole Personnel Board was held on Tuesday, August 21, 2012 at 7:30 p.m. in Room 116 of the Town Hall. John Sheppard and Nancy McCabe were unable to attend. The following were present:

Brian Davis, Chairperson
Mary Campbell, Vice Chairperson
Phil Hinds

MINUTES:
Motion was made by Ms. Campbell and seconded by Mr. Hinds that:
The Board approves the Minutes of July 2, 2012.
Motion was voted 3-0, unanimous.

CHAIR/VICE CHAIR for July 1, 2012
Hold until full board present.

JOB DESCRIPTION:
Motion was made by Mr. Hinds and seconded by Ms Campbell to:
Approve of the revised Special Motor Equipment Operator job description.
Motion was voted 3-0, unanimous.

LETTER FOR FALL TOWN MEETING:
The members reviewed the letter pertaining to the changes to the salary schedule for fiscal year 2014 which was based on the salary survey that was completed earlier in the spring. Changes were recommended to the draft letter; changes will be inputted into the letter and then forwarded to Chairperson Brian Davis to give it the final review.

CORRESPONDENCE:
Employee of the month –
February – Sal Genovese, Library Director
March – Josh Cole, Recreation Director
April – Kevin Sullivan, Craftsperson, Bldg Maintenance
May - Jonathan Cogan, Veteran's Agent
June – Bob Bothwell, Craftsperson, Bldg Maintenance