



## TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5398

### Minutes Personnel Board November 23, 2016

Present: Anthony Froio, Theresa Flynn, Robert Cashman

Also Present: James Vuona, Carolyn Marcotte, Daniel Morgado

Mrs. Flynn called the meeting to order in Conference Room A at 8:34 AM using an agenda and meeting notice dated November 18, 2016.

On a motion by A. Froio and a second by R. Cashman, the Board voted to accept the minutes of November 7, 2016 as revised.

Mr. Morgado reported that the Police Contract is still not final. He has yet to meet with the Police Superiors and meetings with the Dispatcher group are in the process of being rescheduled.

The purchase order for the department head salary survey and report has been issued.

Members of the Personnel Board will be viewing the dispatch center over the coming weeks.

Attention then turned to the matter of Personnel Action Forms that have been presented to the Personnel Board for signature. The several that are routine were signed. These are persons receiving a step increase either on an annual basis or upon the completion of a probationary period per the Town's practice. These person where David Lawson (Dispatcher), Cindy Tylock (Library Administrative Assistant II), Helen Townsend (Office of the Board of Assessors), Coung Tran (Office of the Board of Assessors), Joseph Jamos (Library Page), Michael Zellor (Library – PT-1).

There were three requests to start new employees above the minimum step (see Section 14 of the Personnel By-Law). Michelle Drohan A-3(D) (Fire Department – Administrative Assistant II), Paul Redmond PT-2(D) (Assistant Treasurer & Collector) and J. Thomas Reardon PT-3(E) Assistant Building Inspector.

Chief Vuona presented his memo to the Personnel Board dated November 22, 2016, explaining his request. After a period of review and discussion, the request to start Michelle Drohan at A-3(D) with movement to Step E per practice and policy after one year was approved by vote of the Personnel Board on a motion Mr. Froio and a second by Mr. Cashman. This action was taken pursuant to Section 14(a) of the Personnel By-Law.

Mr. Morgado presented Paul Redmond's resume to the Personnel Board and explained his extensive background in the area of billing software and data management. His references checked out in an excellent manner. Ms. Marcotte advised that out of all candidates, Mr. Redmond was the most qualified. Ms. Marcotte also explained the steps Mr. Redmond will need to take to become certified. The arrangement that Mr. Morgado worked out would be for Mr. Redmond to start at Step D and move to Step E upon the successful completion of his six month probationary period.

After a period of review and discussion, the request to start Paul Redmond at PT-2(D) with movement to Step E after satisfactory completion of a six month probationary period was approved by vote of the Personnel Board on a motion Mr. Froio and a second by Mr. Cashman. This action was taken pursuant to Section 14(a) of the Personnel By-Law.

Mr. Morgado presented a request (on behalf of Ms. Sheehan) to start J Thomas Reardon at PT-3(E) as a limited part time Assistant Building Inspector. Mr. Reardon would be used when Mr. Pepi was not available or when the office got backed up. He currently helps out with the Town of Westborough and is well experienced. On a motion Mr. Froio and a second by Mr. Cashman the Personnel Board voted to grant this request. This action was taken pursuant to Section 14(a) of the Personnel By-Law.

Mr. Morgado passed out Open Meeting Law materials that included G. L. Chapter 30A Sections 18-25, CMR 29.00 and the Open Meeting Law Guide issued by the Attorney General. He explained that these materials were being provided to all members of public bodies as an effort to ensure compliance with the Open Meeting Law.

The next meeting of the Personnel Board will take place after each member can spend some time in the dispatch center.

The meeting adjourned at 9:23 AM

Respectfully Submitted,



Daniel J. Morgado  
Town Manager

#### Referenced Materials

Meeting notice dated November 18, 2016  
Personnel Action Forms as noted  
Memo dated November 22, 2016 from Chief Vuona  
Resume – Paul Redmond  
Open Meeting Law materials