

Regular meeting of the Board of Selectmen convened at 7 p.m. on Tuesday, September 13, 2016 in Room 34, the Harry B. Butters Chambers, Norwood Memorial Municipal Building, with the Pledge of Allegiance, and a silent moment of prayer and reflection. Meeting is Recorded.

Present: Chairman Allan D. Howard, Selectmen William J. Plasko, Helen Abdallah Donohue, Paul A. Bishop and Thomas F. Maloney. Also present General Manager John J. Carroll, and Clerk Frances L. Jessoe and Assistant Christina Mulvehill.

Appointments

7:00 P.M. – Personnel Board:

Chairman Howard introduced Gregg Giambanco, the newest member of the Personnel Board. Mr. Giambanco stated he is director of talent acquisition at Cumberland Farms and he lives in Norwood with his wife and three daughters. He said he is looking to help with his professional expertise and is happy to be aboard. Chairman Howard introduced the other members present; Jack Taylor, Will Krasnow and Dave Hajjar. Patterson Riley was not present. Mr. Hajjar took over the discussion from there. He said his board did not always want to communicate by letter and they are before the Board of Selectmen tonight to go over some items they are working on. They would like the Board of Selectmen to be involved in some of the policies they are developing. He said he often gets feedback after creating a policy about what he should have done or how he should have done it, indicating that things could have been done differently. It would be great to have that discussion before the policy is finalized so they don't have to go back and make changes. Mr. Hajjar said the Personnel Board establishes goals and objectives at the beginning of the year and tracks what they do during the year, but most of what they do comes to them outside of that. He said the two areas they cover are benefits related and behavior related. The PB drafts policies based on looking at policies of other towns. Town Counsel reviews the policies and makes recommendations. They develop the policy section, section 5 of every policy, and the other sections are comprised of legal things Counsel wanted included. Mr. Hajjar said his board would like a representative from the Board of Selectmen to act as liaison on policy matters. On motion of Selectman Plasko, seconded by Selectman Bishop, voted to appoint Selectman Maloney liaison to the Personnel Board.

Mr. Hajjar continued his presentation, stating that the Personnel Board is not taking any rights or benefits away from employees, rather, their policies are designed to ensure consistency and fairness. He spoke about policies, such as short-term disability, records management, business continuity, etc. that they have looked at even though they are not Personnel Board matters, they are Board of Selectmen matters. He mentioned a draft sick leave policy showing the changes his board wants to make to that employee benefit, possibly reducing the amount of days an employee is allowed to accrue. There are different amounts for bargained for and non-bargained for employees. Mr. Taylor pointed out that Personnel Board does not interfere with anything that is collectively bargained, that is not their purview. This sick leave policy is strictly for non-bargained for employees. Mr. Hajjar continue, stating his board also wants to change the sick leave buyout amounts, as he says most towns have lower amounts. He wants feedback on this policy before he approves it as it will have long-term effect on the town. He said the Manager has given him a lot of input regarding both of these issues. Mr. Hajjar spoke briefly about records management policy stating he recommends it and his board would develop a policy and provide it to the Selectmen but it is up to the Selectmen to decide whether they want such a policy or not. Selectman Donohue mentioned state laws regarding records management. Mr. Hajjar spoke about CORI/Fingerprint Policy, stating CORI covers Massachusetts but Fingerprint is national. Mr. Hajjar spoke about business continuity planning, stating it is a not a Personnel Board matter per se. He then spoke about establishing goals and objectives for key employee positions. He made reference to a comparable towns list, stating that it might be outdated, and they use a different set of comparable towns for library and light/broadband. Mr. Giambanco will be looking into what data could be collected that might be more comparable to Norwood. Mr. Hajjar then spoke about funding for reclassification and reevaluating the position descriptions and it will be included with their budget request for this year. He said you don't need to look

Personnel Board-(cont'd):

any further than the number of requests for reclassifications they get and that is purely because people have maxed out and are looking to advance and they make very compelling arguments for why they should be. He said his board is aggressive when it comes to policies and when they approach other towns for information they aren't always willing to give information and most have stopped with regards to reclassifications. It is taking his board months and months to get that data. He said if they just keep using internal data, everyone is going to be raised because the Personnel Board will have nothing to say no you are good where you are. Selectman Plasko said part of that discussion last year divided between just studying the non-unit employees or it being town wide to include employees covered by collective bargaining units and asked Mr. Hajjar how he planned to proceed. Mr. Hajjar said he plans to include all employees in the study. The majority of the town employees are bargained for. Selectman Plasko asked Mr. Hajjar if collectively as a community we followed your lead and try to do that – that we can only do that with the cooperation of the bargaining units. Mr. Hajjar said yes and the Selectmen would reach out to the different unions for cooperation. He said there were a lot of appeals after the last study that was done in 2003. He said his board's record on reclassification matters is about 50/50. Selectman Plasko said tonight he would recommend taking this under advisement to look at it but if we decide to try to do the study and for it to be all employees, we would have to get going very quickly with discussion with unions before you get to town meeting in April asking for a certain amount of money. Mr. Hajjar said he does not want to do this study without everyone understanding why it needs to be done.

Selectman Bishop asked how many employees are unit versus non-unit. Mr. Hajjar said he believes there are sixty-five non bargained for employees represented by mostly department heads and assistants, and three-fifty bargained for. He explained the difference between the two groups. Non bargained for employees are not represented by a union and are appointed directly by appointing authority – mostly Mr. Carroll through the Selectmen-and they go by the established procedures set forth by the Personnel Board. Their position descriptions are rated and graded by the Personnel Board and assigned a grade by them that stay with them for the eight steps of that grade.

Mr. Carroll asked about the problem Mr. Hajjar is trying to address. Mr. Hajjar said the problem they are trying to address is to ensure that Norwood, in establishing different grades for different position descriptions are kept in check both internally and externally. When they do a reclassification request and someone says they want to go from administrative assistant to senior admin assistant, they have internal data to know what the different position descriptions require. They try to get data from comparable town's information regarding what they are doing with regards to their position descriptions and their job titles. He said they want to make sure they are not going way to high and you can't do that without the external data, stating if they consistently keep using internal data, everyone will keep going up because there is no check. Mr. Carroll said that is a generalization. He asked what the specific problem is. Mr. Hajjar said it is not a generalization, they run into this issue with every reclassification now because most comparable towns said – it's not that they don't want to it's just that he is always asking for data from them and the number of reclassification requests that have happened over the years has risen. People are going to them to get upgraded and there are reasons for that and it is not just because someone's job has changed. Mr. Hajjar said he can guarantee that every position description that they have, unless they have changed it themselves because of a review, has changed since the last study, no one's job has stayed the same and everybody's position language has changed. His board doesn't have that time to go in and make changes to every single position description so they can re-grade it based on the new job description. He said they do it one at a time. Selectman Donohue asked how Human Resources individual reflects in this concept. Mr. Hajjar said she and her team are doing excellent work as far as he is concerned. They have gathered as much data every time he has requested it and usually a lot more than he needs. Other towns are not as willing as they were before. Mr. Hajjar said they are also working comparing dollar value of Norwood's benefits packages to those of other towns.

Selectman Maloney said he looks forward to being the liaison and asked for confirmation that food would be served at those meetings.

7:20 P.M. – P.H. Buffalo's Pizza & Subs, Inc., 884G Washington Street:

Clerk read the notice and the applicants introduced themselves. Erjon Barolyhi said he is originally from Albania but currently lives in Holbrook and has applied for a CV license. He buys restaurants that are going out of business, brings them up again and sells them. He has been doing this for twelve years, but ten of those years on his own. Selectman Plasko asked if this business is located at Rama Plaza and it is. Selectman Donohue made reference to Albania. Chairman Howard asked for public input and there was none. On motion of Selectman Donohue, seconded by Selectman Plasko, voted to close the hearing. On motion of Selectman Donohue, seconded by Selectman Plasko, voted to approve the license.

New Business

November Meeting:

There are five Tuesdays in November. On motion of Selectman Bishop, seconded by Selectman Donohue, voted to eliminate the November 22nd meeting.

David B. Escher, Food Pantry Walk Coordinator, Grace Episcopal Church:

On motion of Selectman Donohue, seconded by Selectman Maloney, voted to approve request to have their fundraiser walk on Saturday, Oct. 8, 2016 with the same route as last year.

Thomas J. McQuaid, Town Clerk & Accountant:

On motion of Selectman Donohue, seconded by Selectman Bishop, voted to file information regarding Early Voting Process in Massachusetts. Chairman asked Clerk's office to apply for a grant.

Boston Region Metropolitan Planning Organization (MPO)

Municipal Election to the BRMPO. On motion of Selectman Donohue, seconded by Selectman Bishop, voted to nominate the Chairman as the designated representative with Tom O'Rourke of the Neponset Valley Chamber of Commerce who will serve as the Chairman's designee.

ATC Environmental, Woburn:

On motion of Selectman Donohue, seconded by Selectman Bishop, voted to file Re-Northeast portion of Berkshires at Windsor Gardens release abatement measure. Work to start Sept. 12.

Carol MacLeay, League of Women Voters:

On motion of Selectman Donohue second by Selectman Bishop, voted to approve request to change League of Women Voters Candidates night to Wednesday, Oct. 26 from October 24 due to STM.

Kathleen A. Flaherty, Oak Road Block Party Committee:

On motion of Selectman Bishop, seconded by Selectman Donohue, voted to approve request for block party on Sat. September 17 (rain date Sunday, Sept. 18) from 12 noon until 5 p.m. and to block off Oak Road from Nichols St. to Crescent Ave. during the event.

Unfinished Business

Selectman Plasko:

Re-Town Clerk & Accountant position committee. Selectman Plasko stated that at the last meeting this was discussed regarding reviewing the possibility of dividing the responsibility of the Town Clerk & Accountant position. Selectman Plasko stated that the Town should look at this very carefully. He had suggested a committee of 5, but would like to modify that tonight. He stated that we have someone in town with unique experience and would be beneficial to the Committee and that would be Robert Thornton. Selectman Plasko stated that Mr. Thornton would be willing to serve. Selectman Plasko stated the recommended committee would be a member of the Board of Selectmen, Mr. Thornton, a member of the Finance Commission, and two Town Meeting members. On motion of Selectman Donohue, seconded by Selectman Bishop, voted to approve Selectman Plasko's suggestion. Chairman Howard asked the viewing audience to submit letters of interest to the Board. Selectman Bishop stated that we are the only Town in the Commonwealth that has this position structured in this way.

Memoranda

Selectmen's Meeting:

On motion of Selectman Bishop, seconded by Selectman Donohue, voted to approve minutes of August 23, 2016. The vote was 4-0. Selectman Plasko abstained as he was not in attendance.

Selectmen's Addenda

Selectman Bishop

Cross Walk Painting

Inquiry to the Manager about the status of cross walk painting. The Manager said it has started.

Recycling Day

Household Hazardous Waste/Recycling Day-Saturday, September 24, 2016 from 8 a.m. to 11 a.m. at Composting Facility – 370 Winter Street

Selectman Plasko

Cemetery

Stating his personal extreme displeasure with the incident at the cemetery involving shooting of the geese. It was totally mishandled and improper. The woman that they thought they had settled down continues to be very shook up by the whole incident. There is a by-law in town, Article 19, there will be no shooting in the Town of Norwood of any firearms without the permission of the Board of Selectmen and certainly Mr. Ryan knows of that as he has come to this board for permission to shoot deer at the airport. If they thought shooting on the spot was the way to go they should have come to this board and we should have known that this was going to happen before the fact – not after the fact. We should have set up some procedures so people wouldn't be in the cemetery at the time this occurred. He is very unhappy about the whole incident and the way it has been explained. He has no problem with addressing the issue as the geese are a terrible problem and he mentioned it to Mr. Ryan about the Coakley as there are hundreds of children playing there on a daily basis. There was no idea of shooting the geese then but all of a sudden the geese are getting shot at the cemetery without any notice to the public and this board in particular prior to the incident. It was poor judgment that occurred during this and he is unhappy enough that he had to express that. The Manager said he will give a report on this to the Board next week. Selectman Plasko said he is aware the geese were not shot by town employees but that doesn't matter. And they may have regulations that trump our town by-law but our town department heads, in trying to deal with this problem should have handled it differently-should have come to this board. The manager said the geese were shot by the USDA Wildlife Control Division. The manager promised to give the Board a full report next week.

Selectman Donohue

Joe Brissette

Mr. Brissette passed away this week. He worked in the Treasurer's Office for thirty-seven years. He worked steadfastly, quietly, and with discretion. He was born and raised in Swedeville.

Norwood Day

It was a wonderful event and was loaded with young people. I appreciate all the support. Thanks to David Spiegel for the fireworks.

Selectman Maloney

George Wenstrom

Mr. Wenstrom, a lifelong resident of Norwood, passed away at age eighty-three. Rest in peace.

Norwood Town Day

The day was much fun. My daughter is member of the Norwood High School marching band. Congratulations to Mr. Miller and the team for Norwood Town Day.

Chairman Howard

George Wenstrom

Mr. Wenstrom passed away. He worked for Island Oasis - they make fruit drinks and he did a great job there.

Hazardous Waste Recycling Day

September 24th is Recycling Day.

Manager's Agenda

An electrical outage occurred on the Park Place feeder.

On motion of Selectman Donohue, seconded by Selectman Plasko, voted to file.

Tentative STM Articles

On motion of Selectman Donohue, seconded by Selectman Plasko, voted to file.

Adjournment

No other business being presented for consideration, on motion of Selectman Donohue, seconded by Selectman Maloney, voted to adjourn and the meeting was adjourned accordingly at 8:10 p.m.

A True Record.

ATTEST: _____
Assistant