

**Norwood Personnel Board
January 15, 2020 Meeting Minutes**

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 7:00 p.m. on Wednesday, January 15, 2020 in the Drummey Room of Town Hall by Chairman Riley seconded by Ms. McQuaid.

Present:

Patterson Riley, Chair
Kristen McQuaid, Vice-Chair
Willard Krasnow
Jack Taylor
Cindy McGrath

Other Attendees:

Molly Kean, Director of Human Resources
Tony Mazzucco, General Manager
Mark Ryan, DPW Director
Paul Halkiotis, Director of Planning and Economic Development

1. Discussion on the Re-Classification Request by Norwood General Manager

Assistant General Manager:

Mr. Mazzucco discussed his proposal to reclassify the Assistant General Manager position from an M17 to an M20. The main reason for the request is that the Assistant General Manager is in charge of so many areas, he acts as the General Manager in the General Manager's absence and has direct authority to sign, discipline, etc. The Assistant General Manager is the second-highest ranked employee, yet, many of the department heads the position supervises are paid more than him. In all of his years here, General Manager John Carroll never received a reclassification. Because of that, the Assistant General Manager position has been artificially suppressed for years. While we anticipate that the incumbent will stay with the Town for several more years, it is important that the Town is in the best position it can be to recruit the next Assistant General Manager. Because many of the Town's department heads already make more than the Assistant General Manager, it would be difficult to recruit internally.

Mr. Krasnow wanted to see the changes made in the position description. Ms. Kean said that no changes were being made at this time. Changes were made to the job description in 2013 but the changes were not presented to the Personnel Board. The Board wants to view the position description that was in place before it was changed in 2013. Chairman Riley asked that some modest changes be made to the position description, the Board be presented with the old job description, and that the Board would revisit the request at their next meeting.

Mr. Mazzucco then left the meeting.

2. Discussion on the Classification Request by Norwood Public Works Department

Ground Maintenance Craftsman:

Mr. Ryan discussed his proposal of changing the current Motor Equipment Operator/Laborer position (PW4) to a new Ground Maintenance Craftsman (PW6). In 2002, the Town took over the maintenance of all of the Town's twenty-four (24) athletic fields. Originally, the Public Works relied on subcontractors to manage those fields. Slowly, the Department has taken over maintain the fields in house. Some of the tasks associated with this are aerating, slice seeding, top dressing, picking the appropriate turf, pesticide maintenance, and more. Sports turf management has truly evolved into a science. The Department has had an MEO/Laborer maintaining these fields, making the decision on all of those specifics. On top of that, the

position maintains all of these irrigation systems which is a job in itself. These are things well beyond the MEO/Laborer job description. The position also takes all of the knowledge to maintain the sports fields to other Town parks, the Common, and Town Hall. This position is very important to the aesthetics of the Town and is incredibly important to the Town's many sports teams.

Mr. Krasnow asked what the position does in the winter. Mr. Ryan responded that the position does all the other stuff associated with maintaining the infrastructure of the town, snow plowing, snow and ice maintenance, preparing for the upcoming season (ordering materials and such). Turf management has become a yearlong process.

Mr. Ryan then left the meeting

3. Discussion on the Classification Request by Norwood Planning and Economic Development Office

Environmental Planner/Conservation Agent:

Mr. Halkiotis discussed his proposal for the classification of an Environmental Planner/Conservation Agent position. General Manager Mazzucco has wanted to see the Community Development Office grow. For many years, the Department was just Mr. Halkiotis. In 2017, an Assistant Planner was added to the department and some admin hours. In 2019, the Department asked the admin for conservation to move to planning and Mr. Halkiotis took over supervision of the twenty-five (25) hour per week Conservation Agent. Mr. Halkiotis was told by the Admin that she wanted to take a step back from Conservation and focus more on her work with the ZBA. Lately, the Admin position has been taking on more and more responsibility usually associated with the Conservation Agent. The current Conservation Agent works 8-11 five days a week. He also attends the Conservation night meetings twice a month. Mr. Halkiotis stated that a lot of people come into the office after 11 looking for conservation assistance. The other members of the Department do their best to assist but often have to tell the residents to come back. It is Mr. Halkiotis' intention to combine the position with some planning duties to make it a full-time position.

Norwood has traditionally been understaffed in the land use departments, for a long time we have been able to skate by. We've been known as a business town, now we are leaning more toward open space, trails committee. We've fallen behind in land maintenance. People are now very interested in walking and enjoying conservation land

Mr. Halkiotis then left the meeting

Ms. Kean compiled the numbers for the Grounds Maintenance Craftsman position. The position was ranked with 298 points or an PW6.

On a motion by Ms. McQuaid and seconded by Mr. Krasnow, the Board voted unanimously to rate the position as an PW6 and to add it to the Town's compensation plan.

Ms. Kean compiled the numbers for the Environmental Planner/Conservation Agent position. The position was ranked with 341 points or an N8.

On a motion by Ms. McQuaid and seconded by Mr. Taylor, the Board voted unanimously to rate the position as an N8 and to add it to the Town's compensation plan.

4. Discussion of the Public Health Nurse Position Descriptions submitted by the Norwood Board of Health

The position description was approved by the Board.

5. Review of the Meeting November 20, 2019:

The Lifeguard pay changed was approved by the Board.

The position description for the Deputy Fire Chief was approved by the Board with edits.

Ms. McQuaid said that she would email Ms. Kean the minutes from the November 20, 2019 meeting.

6. Roundtable:

With no further business before the Board, on a motion by Ms. McQuaid and seconded by Mr. Taylor, the Personnel Board unanimously voted to adjourn at 8:30 p.m.