

Norwood Personnel Board September 16, 2020, Meeting Minutes

Open Meeting: A regular meeting of the Norwood Personnel Board (the Board) was called to order at 5:00 p.m. on Wednesday, September 16, 2020, by Chairwoman McQuaid seconded by Mr. Krasnow. This meeting was conducted on the Go-to-Meeting platform.

Present:

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

Other Attendees:

Molly Kean, Director of Human Resources
Tony Mazzucco, General Manager

1. Discussion on the Classification Request by Norwood General Manager

Director of Administrative Services/Project Manager:

Mr. Mazzucco spoke briefly about the position. The Contract Administrator position was created over twenty years ago. The position has evolved over the past twenty years to do more than just purchasing. It has evolved into the third in command in Town behind himself and the Assistant General Manager. The position is the senior project manager, implements major projects in Town, and serves as the primary internal budget control. None of these roles are reflected in the current job description. The position has more responsibility than most other Department Heads. This is why he is requesting a grade of M18. Because the Assistant General Manager is an M20, Mr. Mazzucco believes the M18 is appropriate for internal equity and would be a sufficient salary if we had to recruit from the outside.

Ms. McQuaid asked about direct reports. Mr. Mazzucco responded she has three to five direct reports and will probably require more people. He also clarified that he has made it clear to all Department Heads that this position is number three in the chain of command. All Department Heads are expected to take instruction from the position as a direct order from the General Manager.

Mr. Mazzucco left the meeting.

The Board had some edits to the job description including changes in language to supervision received, supervision given, supervision scope, and confidentiality. Ms. Kean compiled the numbers for the Director of Administrative Services/Project Manager position. The position was awarded 607 points for a grade of M18. On a motion from Mr. Riley and seconded by Mr. Taylor the Board voted unanimously to rate the position as M18 and add it to the Town's compensation plan with appropriate edits made to the position description.

2. Approval of Minutes

January 2019

On a motion by Mr. Riley and seconded by Mr. Krasnow, the Board voted to approve the minutes. As Ms. McGrath was not a Board member in January 2019, she recused herself from the vote.

February 2019

On a motion by Mr. Riley and seconded by Mr. Krasnow, the Board voted to approve the minutes. As Ms. McGrath was not a Board member in February 2019, she recused herself from the vote.

September 2019

On a motion by Mr. Riley and seconded by Mr. Krasnow, the Board voted to approve the minutes with suggested edits by Ms. McQuaid.

June 2020

On a motion by Ms. McGrath and seconded by Mr. Riley, the Board voted to approve the minutes with suggested edits by Ms. McGrath.

3. Round Table

Discussion on Town Wide Classification and Compensation Study

Ms. Kean informed the Board that there would be an article on the Fall Special Town Meeting warrant for a Classification and Compensation Study. This would be the first study of its kind since 2002. The Board voiced its approval of the project. On a motion by Mr. Riley and seconded by Mr. Krasnow, the Board voted to have the Chairwoman work with Ms. Kean on a letter of support from the Personnel Board to accompany the article.

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 6:12 p.m.