

## **Norwood Personnel Board February 19, 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, February 19, 2020, in the Finance Committee Room of Town Hall by Chairman Riley seconded by Mr. Krasnow.

Present:

Patterson Riley, Chair  
Willard Krasnow  
Jack Taylor  
Cindy McGrath

Other Attendees:

Molly Kean, Director of Human Resources  
Travis Farley, Recreation Superintendent

1. Discussion on the Classification Request by Norwood Recreation Department

*Assistant Recreation Director:*

Mr. Farley discussed the general restructuring plans he had for the Recreation Department. He stated that most communities have a model that consists of a Director, Assistant Director, and Program Coordinators beneath them. This is the model he is trying to form with Norwood Recreation. Mr. Farley intends to create an Assistant Recreation Director position and eliminate the current Program Coordinator position. The current Program Coordinator would become the Assistant Director.

There was a discussion on the additional duties of the Assistant Director. Mr. Farley talked about managing the Department's social media which has the largest following of all other Town Departments. This position constantly creates and posts content and utilizes the various platforms for the most efficient marketing. This position will also assist with capital banning, budgeting, and strategic planning. With the restructuring of the Department, the position will also have added supervisory responsibilities.

Program participation is up 1,000 from the year before and will continue to be a major responsibility of this position. The Department hopes to hire another program assistant to assist with this work. While this position was very program based in the past, it has become much more administrative based in recent years. Mr. Farley believes the title change and a grade of N11 better reflect the responsibilities of the position.

2. Discussion on the Re-Classification Request by Recreation Department

*Recreation Administrator:*

Mr. Farley stated that this was another part of the general restructuring he was doing in the Department. The position description of the Recreation Administrator hasn't been updated since 1999. In updating the position description Mr. Farley found that the primary responsibilities of the position has drastically changed. The old position description stated the position assisted with the running of the pools now the position runs the pools. The position has complete responsibility for the payroll, which at peak has close to 150 employees. The position has complete responsibility for invoicing, assisting in preparing the operating budget, and managing the Recreation Management Software. Mr. Farley believes a grade of N6 better reflects the responsibilities of the position.

Chairman Riley asked Mr. Farley how many defibrillators were on site. Mr. Farley responded two. They are checked daily. Chairman Riley asked who manages the lifeguards. Mr. Farley responded that this position is in charge of recruiting, staffing, managing, and scheduling the guards. This also includes tag checkers and pool maintenance staff.

Mr. Farley left the meeting.

There were small changes made to both position descriptions.

Ms. Kean compiled the numbers for the Assistant Recreation Director position. The position was awarded 409 points for a grade of N11. On a motion from Mr. Krasnow and seconded by Ms. McGrath, the Board voted unanimously to rate the position as N11 and to add it to the Town's compensation plan.

Ms. Kean compiled the numbers for the Recreation Administrator position. The position was awarded 298 points for a grade of N6. On a motion from Mr. Krasnow and seconded by Mr. Taylor, the Board voted unanimously to rate the position as N6 and to adjust the Town's compensation plan.

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

*Assistant General Manager:*

The Board picked up its discussion from the January 2020 meeting. Ms. Kean was able to find the 1981 job description and show the changes between it and the most recent 2013 version.

Ms. Kean compiled the numbers for the Assistant General Manager position. The position was awarded 715 points for a grade of N20. On a motion from Ms. McGrath and seconded by Mr. Krasnow, the Board voted unanimously to rate the position as N20 and to adjust the Town's compensation plan.

4. Approval of Minutes from the January 15, 2020 Meeting

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

5. Discussion on the Norwood Police Department Position Description Changes

Ms. McGrath made edits to the Deputy Chief position description and shared them with the Board. On a motion from Ms. McGrath and seconded by Mr. Krasnow, the Board asked that the Department review the changes and make similar changes to the other position descriptions presented.

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