

**Norwood Personnel Board**  
**March 17, 2021, Meeting Minutes**

Open Meeting: A regular meeting of the Norwood Personnel Board (the Board) was called to order at 5:08 p.m. on Wednesday, March 17, 2021, 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  
Willard Krasnow  
Jack Taylor  
Patterson Riley

Other Attendees:

Molly Kean, Director of Human Resources  
Tony Mazzucco, General Manager  
Kelli Spencer, HR Generalist

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

General Manager, Tony Mazzucco, discussed the upcoming changes to the Energy Manager position. The position was created in 2019 and the incumbent splits his time between the Towns of Norwood and Sharon. Effective July 1, 2021, the Town of Walpole is looking to utilize his services as well. While the position description is still accurate, the scope of the responsibilities will be increased with the addition of the third town.

There was a discussion on whether or not there should be changes to the position description to show the exact changes in complexities, or if a line should be added to the position description that clarifies its rating as an N10 for a two-town model and if it went to a three or four town model it would move up one grade. Ms. Kean agreed to provide examples of both.

2. Discussion on the Re-Classification Request by Norwood General Manager  
*Executive Assistant to the Board of Selectmen*

General Manager Mazzucco discussed the changes proposed to the position. The incumbent is being promoted into a different department and we took the opportunity to see what changes needed to be made to the position.

The Board decided to table discussion on this request until more information could be provided.

3. Discussion on the Re-Classification Request by Norwood General Manager  
*Director of Human Resources*

Ms. Kean left the meeting.

General Manager, Tony Mazzucco, discussed the changes to the Human Resources Director position. Effective March 1, 2021, the Human Resources Director became responsible for overseeing the Human Resources functions within the School Department. As a result, the number of employees being serviced doubled which resulted in the need for another direct report

for the HR Director. General Manager Mazzucco also discussed the additional responsibility of the Human Resources Director when it came to Union Negotiations. Additionally, the General Manager wants to have the Human Resources Director become more involved in strategic long-term planning.

Ms. Spencer compiled the numbers for the Director of Human Resources position. The position was awarded 600 points for a grade of M18. On a motion from Ms. McGrath and seconded by Mr. Taylor, the Board voted unanimously to rate the position as M18 and add it to the Town's compensation plan.

4. Discussion on the Proposed Change to Temporary Seasonal Employment Scheduled by the Town Clerk

*Elections Poll Worker, Elections Clerk, Elections Warden*

General Manager Mazzucco explained the request to raise the rates of the Election staff. Historically, the rates have increased every four years. They are due for an increase in 2021. On a motion from Ms. McGrath and seconded by Mr. Riley, the Board voted to unanimously approve the rate increases to the Election Poll Worker, Election Clerk, and Election Warden positions.

5. Parental Leave Policy Discussion

The Board had previously reviewed the draft version of this policy. The policy has since been approved by legal. The General Manager presented the policy for final approval. On a motion from Ms. McGrath and seconded by Mr. Taylor, the Board voted to unanimously approve the Parental Leave Policy.

6. Round Table

With no further business before the Board, on a motion by Mr. McGrath and seconded by Mr. Krasnow, the Personnel Board unanimously voted to adjourn at 6:35 p.m.