

Norwood Personnel Board May 20, 2020, Meeting Minutes

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 7:01 p.m. on Wednesday, May 20, 2020, by Chairman Riley seconded by Mr. Krasnow. This was the Board's first virtual meeting conducted on the Go-to-Meeting platform.

Present:

Patterson Riley, Chair

Willard Krasnow

Kristen McQuaid

Cindy McGrath

Absent: Jack Taylor

Other Attendees:

Molly Kean, Director of Human Resources

Travis Farley, Recreation Superintendent

1. Discussion on the Classification Request by Norwood Recreation Department

Recreation Coordinator:

Mr. Farley discussed the general restructuring plans he has for the Recreation Department. He stated that most communities have a model consisting of a Director, Assistant Director, and Program Coordinators beneath them. This is the model he is trying to form with the Norwood Recreation Department. The Board voted to create an Assistant Recreation Director position at the last meeting. He is here with a new coordinator position.

Mr. Farley stated that there has been a 25% growth in programing participation over the last few years: from about 7,000 participants in 2017 to about 9,300 in 2019. They have also added five new special events making the special events number one per month. Most of the credit needs to be given to the current Assistant Recreation Director for making this happen but at this point, she is maxed out. This new coordinator position would help continue to grow programing and the Department.

Mr. Farley also pointed out that the Civic Center is open 87 hours per week and needs a staff member in it at all times. This is a considerable amount of time to cover between three people. This position would not only be a big help with the coverage but would also be helpful covering nights and weekends when most special events take place. This is especially important because the Administrative Assistant position is a union position and cannot work nights and weekends without creating over-time obligations.

Mr. Farley and the Human Resources Department reviewed coordinator positions in similar communities and found the N06 grade to be in line with what other communities were paying.

Chairman Riley asked Mr. Farley how many staff members the Department currently had. Mr. Farley responded: A Director, Assistant Director, Recreation Administrator, Administrative Assistant, and two full-time custodians. Chairman Riley then asked how long they had been with the Town. Mr. Farley stated that he has been here five or six years, the Assistant Director about four years, the Recreation Administrator about twenty years, and the Administrative Assistant just retired after twenty-five years. He stated the two custodians have been with the Department for a long time but he wasn't sure how long.

Ms. McGrath asked Mr. Farley what the plans were for the coming summer season. Mr. Farley stated that he has a variety of plans ready to implement and they are still deciding which one to go with. They are talking to several other towns and following the CDC and ACA (American Camp Association) guidelines. The state has not given a lot of guidance on camp or

pool openings. He said he was hoping to make a decision this week on whether to open one or two pools, how to scale back camp, etc. He is sitting down with the General Manager and the rest of the COVID team to create the plan.

Mr. Farley left the meeting.

Ms. Kean compiled the numbers for the Recreation Coordinator position. The position was awarded 288 points for a grade of N06. On a motion from Ms. McGrath and seconded by Mr. Krasnow the Board voted unanimously to rate the position as N06 and add it to the Town's compensation plan.

2. Discussion on the Norwood Police Department Position Description Changes

Ms. McGrath walked through her edits of the six position descriptions. There were a few follow up questions regarding minimum qualifications for the positions and some grammatical changes. Ms. Kean said that she would follow up with the Police Department on the questions and bring the final versions of the position descriptions to the Board's next meeting.

3. Approval of Minutes from the February 10, 2020 Meeting

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

4. Round Table

Ms. Kean reminded the Board to complete their annual Conflict of Interest Training

Ms. Kean asked the Board if there were any policies or goals they wanted to take up over the next year. Mr. Krasnow stated that he believed there were a few policies that the Board had taken up over the past few years but did not finalize. Ms. Kean said she would research this and compile a list of "open policies." Ms. McGrath stated it was important to be fairly flexible this year as we don't know what is going to happen with the COVID situation. The Board was in agreement on this point. Ms. Kean said she would work on compiling the list of "open policies" as well as any policies that needed to be updated for legal reasons.

The Chairman asked the Board to delay the election of officers until the June meeting so that Mr. Taylor could be in attendance

Ms. Kean asked the Board if they would be open to meeting one week earlier in June (June 10, 2020) as there were going to be three (3) classification requests on that agenda for positions that she was looking to fill July 1, 2020. The Board agreed to hold the June 10th meeting at 6:30 pm to allow more time to review the classifications.

With no further business before the Board, on a motion by the Chairman and seconded by Mr. Krasnow, the Personnel Board unanimously voted to adjourn at 8:05 p.m.