

**Norwood Personnel Board
June 10, 2020, Meeting Minutes**

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 6:42 p.m. on Wednesday, June 10, 2020, by Chairman Riley seconded by Mr. Krasnow. This meeting was 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

1. Discussion on the Classification Request by Norwood General Manager

Facilities Director:

Ms. Kean described the plan for the formation of the combined Town and School Facilities Department and the duties of the Facilities Director.

Ms. Kean compiled the numbers for the Facilities Director position. The position was awarded X points for a grade of M19. On a motion from Ms. McQuaid and seconded by Mr. Krasnow the Board voted unanimously to rate the position as M19 with 672 points and add it to the Town's compensation plan.

Assistant Facilities Director:

Ms. Kean described the duties of the Assistant Facilities Director.

Ms. Kean compiled the numbers for the Facilities Director position. The position was awarded X points for a grade of M17. On a motion from Ms. McGrath and seconded by Ms. McQuaid the Board voted unanimously to rate the position as M17 with 552 points and add it to the Town's compensation plan.

Facilities Business Manager:

Ms. Kean described the duties of the Facilities Business Manager.

Ms. Kean compiled the numbers for the Facilities Business Manager position. The position was awarded X points for a grade of M14. On a motion from Ms. McGrath and seconded by Ms. McQuaid the Board voted unanimously to rate the position as M14 with 480 points and add it to the Town's compensation plan.

2. Discussion on the Norwood Recreation Department Position Description Change

Recreation Assistant:

Ms. Kean informed the Board that the long time Administrative Assistant in the Recreation

Department retired in March. The Department wanted to make minor changes to the position description to reflect the current duties of the position. Ms. McGrath gave some edits to the position description.

On a motion by Ms. McGrath and seconded by Ms. McQuaid, the Board voted to approve the updated position description, with the edits provided by Ms. McGrath.

3. Discussion on the Norwood Police Department Position Description Changes

Ms. Kean discussed the changes made to the Police Command position descriptions since the Board reviewed them in May. Ms. McGrath gave some edits to the position description.

On a motion by the Chairman and seconded by Ms. McGrath, the Board voted to approve the updated position descriptions, with the edits provided by Ms. McGrath.

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

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

5. Round Table

Election of officers was conducted. On a motion from Mr. Krasnow and a second by Ms. McGrath, Ms. McQuaid was nominated for Chair. The vote was unanimous. On a motion from Mr. Krasnow and a second by Ms. McQuaid, Ms. McGrath was nominated for Vice-Chair. The vote was unanimous.

On a motion from Mr. Krasnow and seconded by Ms. McQuaid and Ms. McGrath, the Board thanked Mr. Riley for his distinguished career on the Personnel Board.

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

With no further business before the Board, on a motion by Mr. Riley and seconded by Mr. Krasnow, the Personnel Board unanimously voted to adjourn at 7:36 p.m.