

**Norwood Personnel Board  
Regular Meeting Minutes  
February 5, 2009**

A special meeting of the Norwood Personnel Board was called to order at 7:10 PM on Thursday, February 5, 2009 in the Drummy Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Anne Haley, Vice Chair  
Willard Krasnow  
Patterson Riley  
John Taylor

Other Attendees:

None

This was an added meeting called to deal with a couple of issues that have been requested of the Personnel Board.

**1. Dispatcher Issues**

The Board needed to go into Executive Session to discuss whether the Civilian Fire Dispatcher reclassification request was going to have an impact on current/on-going labor negotiations. On a motion made by Anne Haley and seconded by Will Krasnow the PB voted to go into Executive Session. Each PB member was polled and each responded positive to going into Executive Session.

The PB returned to a public meeting at 7:25 PM.

**2. DPW & Engineering Position Description**

The Personnel Board reviewed the submitted position description for the new Director of Public Works and Engineering by John Carroll and Mark Ryan. The PB also received only 3 position descriptions from other Towns that had similar positions – Wilbraham, Sandwich, and Melrose, after Human Resources make a request through their contacts.

The PB worked from the document Anne and David drafted at the January 7, 2009 meeting and the combined document submitted by John and Mark for comparison purposes. The Anne and David marked-up version attempted to reduce the overlap of the Engineering and DPW functions that were cut and pasted into the draft position description submitted by John, as he wanted to be able to point out the 2 work functions Mark is responsible for. Michelle had previously indicated the combined position description should be seamless with regards to many of the same responsibilities currently in the separate DPW and Engineering position descriptions.

The PB went thru each section and rewrote the whole position description under the agreed upon title of ***Director of Public Works and Engineering***. The PB found the position description from the Town of Wilbraham extremely well written and used several sections for Norwood's rewrite.

The issue of what to pay Mark, when there is no existing position description adopted by the PB, was also discussed. Mark was appointed by John to start his new position on February 1<sup>st</sup>, as this was a department consolidation effective with Joe Welch's retirement on 1/31/09. It was agreed the pay would be retroactive, as the PB would send a letter to John, Mark, the BOS, and FinCom of Mark's 2/1/09 effective date, once a position description has been adopted, rated, and grade/step approved.

Chairman Hajjar agreed to type up the next position description draft from tonight's review. A hearing was scheduled for 2/18/09 with John Carroll and Mark Ryan, to go over the next draft. If agreed upon that night, the PB would be in a position to approve the new position description and then rate the position description using the Town's rating manual.

On a motion made by Patterson Riley and seconded by Jack Taylor, the PB voted to adjourn at 9:25 PM.

**Next meetings:**

Wednesday, February 18, 2009 6:30 PM – Dinner [Will Krasnow]  
7:00 PM – Meeting

Wednesday, March 18, 2009 6:30 PM – Dinner [Jack Taylor]  
7:00 PM – Meeting  
7:15 PM – Public Hearing