

**Norwood Personnel Board  
Regular Meeting Minutes  
October 21, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:08 PM on October 21, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Patterson (Pat) Riley  
John (Jack) Taylor  
Willard (Will) Krasnow

Other Attendees:

**1. 09/16/09 Meeting Minutes**

Members reviewed the submitted notes from the regular meeting held on Wednesday, September 16, 2009. There were several corrections to be made:

- Pat's first and last name was spelled incorrectly – now Patterson Riley
- In the next to last bullet of #1, the word months should have an apostrophe
- In 2.b.1 the word "Chef" needs to be spelled "Chief"

On a motion by Will Krasnow and seconded by Pat Riley, the Board unanimously voted to accept the 09/16/09 meeting notes as corrected.

**2. Public Hearing Opened at 7:15 PM**

**a. Policy #P-501 – Employee Performance Recognition Policy**

- i. There were no written comments submitted and nobody present to provide public feedback.
- ii. Chairman Hajjar provided a definition for "Cost Avoidance".
- iii. Chairman Hajjar provided a definition for "Cost Saving".
- iv. Chairman Hajjar provided a wording correction to Section 3.4.b adding "...or cost avoidance..." in the middle of the sentence.
- v. Will Krasnow asked that we insert Section 4.8 that limited grant awards to \$1,000 as indicated on the form. Pat Riley asked that the 1 Comp Day award be in the same section.
- vi. Chairman Hajjar asked that the word "achievement(s)" be included at the end of Section 4.3
- vii. The PB deleted the word "approved" from the last part of the sentence "...this policy is approved by the Board..." in Section 4.4.
- viii. Section 4.5 was changed to indicate a reference to the monetary portion of the policy.
- ix. Pat Riley recommended that Section 5.2 Award Recommendations indicate the 2 types of awards and what they could be.
- x. "Compensatory Time must be used within 90 calendar days from the date of award" was incorporated into Section 5.2 as a limit.



- xi. Will Krasnow recommended that we add the phrase “The decision of the Board of Selectmen and/or Personnel Board is final” be added to Section 5.3.

On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously voted to include the above updates/changes to the Employee Performance Recognition Policy. In addition, John Carroll sent a message through Michelle to Chairman Hajjar that asked for time to submit comments and suggestions. The PB asked John to submit his recommendations within a week. Chairman Hajjar also has to firm up the pay-out process with Town Accountant Bob Thornton.

**b. Policy #P-301 – FMLA**

- i. There were no written comments submitted and nobody present to provide public feedback.
- ii. The Personnel Board and Human Resources Department still need feedback from Town Counsel’s office, MHTL – Kevin Bresnahan.
- iii. Pat/Will would like to know if it is the intent of Section 4.2 to cover 26 weeks plus 12 weeks.
- iv. Pat/Will would like to know if it is the intent for a mother on Maternity Leave to have the ability to take 20 weeks off – 8 paid and 12 paid.
- v. David – does the Maternity Leave issue conflict with Section 5.9.d

The Personnel Board decided to wait until next month, when the legal review should be completed and questions can be answered with Michelle, before voting on a final policy.

Chairman Hajjar closed the public hearing at 8:15 PM.

**3. Position Description Reviews**

- a. The PB reviewed an updated draft of Section 8 of the PB Policies and Procedures. This section deals with how the PB will conduct position description reviews if requested by an Appointing Authority or department Head.

After a few grammar corrections and on a motion by Pat Riley and seconded by Jack Taylor, the Personnel Board approved updated Section 8.

Chairman Hajjar will incorporate updated Section 8 into the master document – Personnel Board Policies & procedures.

- b. The PB reviewed an updated draft of new Section 9 of the PB Policies and Procedures. This Section deals with how the PB will conduct periodic position description reviews.

After a few grammar corrections and on a motion by Jack Taylor and seconded by Pat Riley, the Personnel Board approved new Section 9.

Chairman Hajjar will incorporate new Section 9 into the master document – Personnel Board Policies & procedures.



c. Civilian Police Dispatcher

Chairman Hajjar provided an updated Position Description, which took into consideration Chief King's input and past Personnel Board discussions. Chief King provided an e-mail regarding changes to page 2, which were incorporated.

On a motion by Jack Taylor and seconded by Pat Riley, the Personnel Board approved the updated Position Description.

The PB also agreed to send this approved position description to each of the current Civilian Police Dispatchers for their review, comments, and to invite them to next month's meeting. Chairman Hajjar to send the letter.

d. Computer Assistant

No action taken.

**4. Vehicle Stipends**

- a. At the 9/29 FinCom meeting attended by Chairman Hajjar, the FinCom expressed their position that they were not in favor of stipends and would like us to go with just IRS mileage reimbursement.
- b. The HR Department is in the middle of gathering Stipend information from other towns to assist the Personnel Board. Ramanda Morgan sent an e-mail asking 2 questions: (1) Do you provide stipends or IRS reimbursement for actual miles driven, or both? and, (2) If you provide stipends, how do you determine how much the stipend should be do you monitor or review stipends annually? Out of 11 responses received to date, 10 do not pay stipends. The City of Taunton pays both.
- c. The PB wants additional information, especially from comparable Towns, and then will provide the FinCom and BOS with an information summary and a recommendation.

**5. Benefit Values Chart**

- a. A final document was provided to the Board of Selectmen and Finance Commission that detailed an overhead cost by position. The document provided ranges based on 1<sup>st</sup> year costs (min - normal for hiring purposes) and 30<sup>th</sup> year costs (max).
- b. On feedback from Michelle Pizzi, the Board will hire a consultant thru MMPA for \$400 to complete a similar study of Norwood that may be more comparable with other Towns.

**6. Policy Development**

a. #P-101 - Hiring Policy

Members reviewed the proposed language from Will and Pat regarding new Section 4.5. On a motion by Jack Taylor and seconded by Pat Riley, the Board unanimously approved the change and will hold a public hearing on 11/18/09.

Chairman Hajjar will send out the appropriate notices and document.



b. #P-302 - Vacation Policy

The Board is in a holding pattern as John Carroll will be submitting recommendations to our draft policy issued in September. John has had 2 or 3 meetings with his Department Heads to gather comments.

c. #P-303 - ADA Policy

The Board reviewed what Michelle submitted. There are 2 documents to consider:

- i. Main ADA Policy – Board members questions whether the definitions section was “Mitigated State”, “Corrected State”, etc. We will wait for Town Counsel review
- ii. The previously adopted BOS document from many years ago that deals with the ADA Grievance Procedure. The Board wants Town Counsel to review and update as necessary. Michelle is referring to this document as Attachment B, but also has a separate Grievance Procedure (Section 8) in the main ADA Policy document. This needs to be clarified.
- iii. On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to distribute the draft ADA policy and hold a public hearing on 11/18/09. Chairman Hajjar will send out the appropriate notices and documents.

**7. Org Charts**

The PB has received all updates with the exception of Mark Ryan. Chairman Hajjar will follow up so that we can finalize for budget time.

**8. Regional Civilian Dispatcher (Police and Fire) Discussion**

After a brief discussion, the Personnel Board agreed that this was not in their realm of responsibility. Chief King should take this matter up with the Board of Selectmen.

**9. Library Point Factor System**

No action taken.

On a motion by Jack Taylor and seconded by Pat Riley the PB voted to adjourn at 9:15 PM.

**Next meetings:**

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

Wednesday, December 16, 2009    6:30 PM – Dinner [Anne Haley]  
7:00 PM – Meeting