

**Norwood Personnel Board  
Regular Meeting Minutes  
November 17, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, October 27, 2010 in the Ryan Conference Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Anne Haley, Vice-chair  
Willard (Will) Krasnow  
Patterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:

Michelle Pizzi (HR Director)  
Susan Woodall, COA Program Coordinator  
Dorothy Vitalle, COA Director  
Anthony (Tony) Mastrandrea, COA Chairman

Absent:

None

**1. Meeting Minutes**

A. October 27, 2010

Section 4.C.i – change the word “gather” to “gathering” in the first line. (Anne Haley)

On a motion by Anne Haley and seconded by Pat Riley, the October 27, 2010 meeting minutes were unanimously approved as corrected.

**2. 7:15 PM Reclassification Appeal Hearing – COA Program Coordinator**

- A. Chairman Hajjar outlined the hearing process and indicated the PB wants to have a dialogue about the indicated changes submitted as part of the Reclassification Appeal documentation. The Chairman also indicated that changes would have to be primarily different than that of the current position description and an increase of volume of work, whether the same or similar to current duties and responsibilities, alone is not a reason for the PB to consider a reclassification appeal.
- B. Susan Woodall went thru her list of duties she was performing that was above what her current Position Description indicates. Some used to be completed by previous Supervisors and or volunteers. Prior to 2003 reclassification of current position description, Susan was under the Executive Assistant PD. Susan believes her current PD does not reflect her current duties and responsibilities.
- C. Dorothy Vitalle indicated that Susan is a great worker. She had previously agreed with the HR Director that the duties indicated by Susan still fall under clerical functions performed by under the Program Coordinator PD. Dorothy supports Susan's effort.
- D. Tony Mastrandrea was unaware of this reclassification request until he received a letter from the Personnel Board. He could not say whether reclassification appeal should be supported, but indicated Susan does a great job. By the end of the hearing Tony was now interested in reviewing the reclassification appeal.

- E. Each PB member took turns asking questions of the Susan, Dorothy, and/or Tony. Issues regarding supervision (Anne), volunteers (Will, Jack and Anne), payroll (Pat), and activities (Will).
- F. Michelle Pizzi asked Dorothy if anything that Susan is doing now has added to her duties and responsibilities indicated in her current PD, the answer was no.

The Reclassification hearing was closed at 7:50 PM. Chairman Hajjar thanked Susan, Dorothy and Tony for coming in.

- G. The PB wanted to continue the discussion. Michelle Pizzi provided the current PD. The PB members went thru each of Susan's submitted PD changes and with the exception of "opening up the building in the mornings", the PB saw no change in the current duties and responsibilities. All other identified issues were considered to be extensions of clerical functions.
- H. Per Pat's request, Chairman Hajjar will speak to Tony and ask him to still submit questions or recommendations on any of the COA PD's.
- I. Chairman Hajjar took a vote on whether to proceed to the next step of the Reclassification Appeal process, which would be to complete a salary and PD survey from comparable Towns, upgrade the current PD, and then rate it.

Will – NO, Anne – NO, Pat – Wanted more information from Tony, Jack – NO, and David – NO

Chairman Hajjar will draft a letter to the employee. Michelle will also provide the 2003 questionnaire for this PD.

### **3. Position Description Reviews**

There are 2 random position descriptions selected by the HR Director that the PB wanted to rate as part of its comparison review to what HRS did in 2003:

#### **A. Civil Engineer**

Without having the rating numbers from HRS, the PB went thru each of the 14 factors and rated each accordingly. The PB unanimously came up with a total of 347.5 points equating to grade N8. The position is currently in the Classification and Compensation plan with 457 points equating to grade N13.

#### **B. Wiring Inspector**

Without having the rating numbers from HRS, the PB went thru each of the 14 factors and rated each accordingly. The PB unanimously came up with a total of 315 points equating to grade C8. The position is currently in the Classification and Compensation plan with 391 points equating to grade C10.

This completes our rating exercise. Chairman Hajjar will draft a report that needs to be sent to the BOS and FinCom.



#### **4. Policy Development**

- A. #P-102 CORI Policy (To Be Updated) – Michael Lehane of MHTL is working on an updated policy to include recent changes in the law, as well as to include the School Department. Once received the PB will schedule a meeting with the School policy development sub-committee and then hold a public hearing.
- B. #P-103 Seasonal/Temporary Employment (New) – Ramanda Morgan is still gathering pay rate data from other departments.
- C. #P-402 Personnel Records Policy (To Be Updated) – Michelle is working on an updated draft so that we can hold a public hearing in January 2011.
- D. #P-405 Vehicle Use Policy (To Be Updated) – Michelle provided the PB with an updated section dealing with the new law banning texting. Chairman Hajjar will schedule a public hearing in January 2011 that will include the texting issue and the recommended compromise regarding existing vehicle stipends.
- E. #P-406 Professional Conduct Policy (New) – based on updates made to the draft last meeting, which included Town Counsel's input, Chairman Hajjar will schedule a public hearing for January 2011.

#### **5. Reports and Correspondence**

- A. The October YTD report was reviewed. There are 29 activities on the list. Ten have been completed, 15 are being worked on and 4 have yet to be scheduled.
- B. Correspondence
  - i. Letter to E. William Bamber, Planning Board Chairman, concerning CDBG Program Director Reclassification Request.
  - ii. Michelle provided an updated letter from Bob McGuire, Town Treasurer, regarding the previously submitted Payroll Supervisor Reclassification Request. Bob is no longer indicating this position has to be management. We will move slowly on this until we receive further direction from Town Counsel after the Pat Pardi reclass request is resolved.
  - iii. Letter to Library indicating merger of their classification plan with general government classification plan will take place, if no issues raised by 12/15/10.
  - iv. The PB reviewed the notice sent out by Bob Thornton, Town Clerk, regarding new meeting notice posting requirements. Our meeting notice agenda should be much shorter, as opposed to what is given to each PB member with their meeting packets.
- C. The updated general government org charts are now on the Town's website.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 10:35 PM.

**Next meetings:**            Wednesday, December 15, 2010 [maybe be just dinner with wives]  
                                    Wednesday, January 19, 2011