

**Norwood Personnel Board
Regular Meeting - Minutes
June 18, 2014**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:05 PM on Wednesday, June 18, 2014 in the Finance Commission Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent

Patterson (Pat) Riley

1. Meeting Minutes

a. April 16, 2014 – Regular Meeting

There were 0 corrections made.

On a motion by Jack Taylor and seconded by Anne Haley, the meeting minutes for the April 16, 2014 Regular Meeting were unanimously approved as submitted.

b. June 4, 2014 – Special Meeting

There were 0 corrections made.

On a motion by Jack Taylor and seconded by Anne Haley, the meeting minutes for the June 4, 2014 Special Meeting were unanimously approved as submitted.

2. Election of Officers

a. Chairman

i. Jack Taylor nominated and Will Krasnow seconded the nomination of David Hajjar for Chairman. David Hajjar accepted.

ii. There being no further nominations, nominations were closed and David Hajjar was elected Chairman.

b. Vice-chair

i. Jack Taylor nominated and Will Krasnow seconded the nomination of Anne Haley for Vice-chair. Anne Haley accepted.

ii. There being no further nominations, nominations were closed and Anne Haley was elected Vice-chair.

3. Correspondence / Reports

a. A copy of the 2014 YTD Activity Report was distributed and filed for record. The PB Stands at 20% complete through April.

- b. A copy of the COA letter indicating the change in Chairperson to Thomas Tobin was distributed and filed for record.
- c. A copy of the Library Trustees letter indicating the change in Chairperson to Sarah E. Begg was distributed and filed for record.
- d. A copy of the CORI letter from the PB to the BOS indicating a suggested method to complete a town wide CORI policy was distributed and filed for record.
- e. A copy of the CORI letter from the BOS to the PB concurring with the method to develop a Town CORI policy was distributed and filed for record.
- f. A copy of the letter and position description regarding the Local Building Inspector and Sealer of Weights & Measures was distributed and filed for record.

4. Policy Reviews

- a. Civic Duty Leave Policy [#P-309] (new)
 - i. There were 2 additional calls between Town Counsel and Chairman Hajjar to finalize a draft for review with the full PB.
 - ii. Chairman Hajjar handed out an updated marked-up version from Town Counsel (Kathy Murphy & Kevin Bresnahan). Attached was also a cleaned up version.
 - iii. PB members also made a few more language/wording updates.
 - iv. On a motion by Will Krasnow and seconded by Jack Taylor the PB unanimously voted to adopt the Civic Duty Policy [#P-309], as updated during the meeting – pending language change review with Town Counsel by Chairman Hajjar.
 - v. Chairman Hajjar to send out the issuance letter to all Appointing Authorities and upload onto the Town's website.
- b. Sick Leave Policy [#P-304] (new)
No additional action on this policy from last update.
- c. CORI Policy [#P-102] (update)
 - i. Chairman Hajjar to send Will Krasnow the word version of the existing CORI Policy for updates.
 - ii. Will Krasnow is also going to develop a Town wide CORI policy modeled after the Town of Wellesley, which was provided to the PB by Chief Brooks.
- d. Communication & Technology Policy [#P-401] (update)
No action taken at this time.
- e. Unpaid leave Policy [#P-311] (new)
 - i. A newly updated draft, based on a conference call with Town Counsel, was submitted for PB review.
 - ii. PB consolidated Sections 5.1.e.i and 5.1.e.ii
 - iii. Need guidance on proposed new Section 7 – Applicable Statutes. References to FMLA, SNLA, etc. should be included and if it effects wording in Section 5.1.b
- f. Personal Leave Policy [#P-310] (new)
 - i. Policy is ready for adoption by PB
 - ii. M. Pizzi is reviewing the final document with Department Heads one last time.
- g. Longevity Policy [#P-503] (new)
 - i. PB members combined Section 4.1 and 4.3 and put after 4.2

- ii. Added a section after 5.4 that indicates the BOS is responsible for notifying the Finance Commission and AA's of payment values to be included in their budgets.
- iii. PB needs Town Counsel to comment on longevity payments to employees upon separation from employment.

4. New/Unfinished Business

- a. Planning Board Reclass – PB wants more info about org structure going forward.
- b. COA Independent Contractor versus Employee issue. PB to take up next meeting.

There being no further business before the Board, on a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously voted to adjourn at 9:55 PM.

Next meetings: Wednesday, June 25, 2014 at 7 PM – FinCom Conference Room
Special Meeting
Wednesday, September 17, 2014 at 7 PM – FinCom Conference Room
Regular Meeting w/Public Hearing