

**Norwood Personnel Board
Regular Meeting - Minutes
February 18, 2015**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, February 18, 2015 in the Finance Commission Conference Room (Room 24), located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley

Other Attendees:

Mark Ryan, DPW and Engineering Director
Cathy Traietti, DPW Business Manager

Absent

John (Jack) Taylor

1. Meeting Minutes

January 21, 2015

There were several grammar changes required/made, but no proposed content or wording changes, except one; Section 5.c.v – "...and Chairman Hajjar will be reviewing the document reviewed with the Finance Commission...".

On a motion by Anne Haley and seconded by Pat Riley, the minutes of the January 21, 2015 Regular Meeting were unanimously approved as submitted.

2. 7:10 PM – DPW PW7 Reclassification Hearing

- a. Mark Ryan had previously submitted a reclassification request to the Personnel Board regarding the current DPW Dispatcher/Yardman position held by John Calautti at grade PW7. With Mr. Calautti's scheduled retirement on May 1, 2015, Mark was seeking a change to the position description by limiting the functions to Dispatching. In addition, the position would still require a CDL since the position would help out in certain weather situations by operating commercial trucks. At least 10% of the work activities was related to snow removal.
- b. Ms. Traietti provided a copy of a marked-up position description for the Personnel Board to consider. The new position description would be titled Department of Public Works – Dispatching. Mark was looking for a grade PW4 or higher, so as not to cause issues with the plan to eliminate the PW3 positions as the current employees leave Town employment.
- c. Members of the Personnel Board thanked Mr. Ryan and Ms. Traietti for their time and effort in attending the hearing and explaining their rationale.
- d. A recommendation letter from the Appointing Authority, John J. Carroll, was also provided.

3. Reports / General Correspondence

- a. A copy of the updated EEO Policy [#P-201] and cover letter that was distributed to all Appointing Authorities and Department Heads was provided and filed for the record.

- b. A copy of the Personnel Board letter to the Board of Selectmen regarding their December 10, 2014 letter concerning Longevity Policy was provided and filed for record.
- c. A copy of the updated Org Charts based on several updates provided by department heads was provided and filed for record.

5. Policy Reviews

- a. Longevity [#P-503]
 - i. Anne Haley and David Hajjar put together a presentation document with data assistance from Ramanda Morgan, for the Finance Commission. Ms. Haley and Chairman Hajjar will be meeting with the Finance Commission in the hopes of obtaining the necessary funds to make employees whole and begin the new policy on 7/1/15.
 - ii. Chairman Hajjar provided copies of the presentation to members of the BOS and asked them to attend the Finance Commission meeting and reconsider their recommendation letter of 12/10/14.
 - iii. Chairman Hajjar and Ms. Haley also met with the Library Trustees on February 10th to review the proposed Longevity Policy. It was received well and support was provided.
 - iv. On a motion by Anne Haley and seconded by Will Krasnow, the Personnel Board approved the Longevity policy as long as the Finance Commission approves the required \$15,600 to cover what is owed to current eligible employees. If not, the personnel Board will have to reconvene for a vote on another plan/option. Most passed unanimously.
- b. Alcohol and Drug Policy [#P-404]
 - i. A conference call with Kathy Murphy and Kevin Bresnahan of MHTL resulted in additional language to clarify that the indicated testing was related to those employees with a CDL.
 - ii. Several PB members did not understand the need for language in section 6. Chairman Hajjar to speak again with Town Counsel.
- c. Town-wide CORI and Fingerprint Policy [BOS-1] (new)
 - i. Will Krasnow and Chairman Hajjar worked together on a draft that incorporates all the Fingerprint By-law issues and CORI in general.
 - ii. The draft policy was provided to Police Chief Brooks and Town Counsel Kathy Murphy for review and comment.
 - iii. It is anticipated that a final policy will be sent to the Board of Selectmen for approval in March.
- d. Seasonal/Temporary Employment Policy [#P-103] (updates)
 - i. Proposed definition for Seasonal and Temporary Employee were provided by Michelle Pizzi, HR Director.
 - ii. Chairman Hajjar will work with Town Counsel on their review with the goal of finalizing in March. The policy is complete with the exception of the updated definition.

5. New/Unfinished Business

- a. Airport Assistant Manager–FLSA Determination – need discussion with Town Counsel. Chairman Hajjar to ask Kevin Bresnahan to attend our next meeting to review.

- b. Guidelines – the Board approved the concept of having Guidelines to cover issues where a policy may not be appropriate. There are 2 proposed Guidelines; G-101 Employee Goals and Objectives and G-102 Business Continuity Planning. More discussion at a future meeting
- c. St. Catherine’s School Nurse
 - i. Chairman Hajjar spoke with BOH Chair Joan Jacobs. She is not interested in having her Board lead the way with changing matters with the position.
 - ii. Documents provided to Chairman Hajjar indicate the position being paid \$32K from the church and \$18K from the Town. That was in 2010, one year after the school paid \$12K and the Town paid \$18K.
 - iii. There is concern the Church has notified the nurse of pending dismissal due to lack of performance. Health Department Director, Sigalle Reiss is concerned about the legalities since the nurse position is a Town employee.
 - iv. Chairman Hajjar has asked Town Counsel Kevin Bresnahan to meet with the Personnel Board and Board of Health on this matter.
- d. Michelle Pizzi has submitted a request to Chairman Hajjar to discuss the minimum wage issue.
 - i. The PB requested current and proposed rates for the Library and Rec. Dept.
 - ii. Rec. Dept submitted proposed 3-year rates, which were deemed to high by the Personnel Board. Chairman Hajjar will ask Ms. Pizzi to arrange for a meeting.
- e. DPW Reclass Appeal
 - i. The Personnel Board went through the rating manual for the new Position Description of DPW Dispatcher.
 - ii. There was general concern that the position description submitted was not all inclusive or accurately indicated some of the more complex or high risk tasks of the position with regards to operating machinery requiring a CDL.
 - iii. Chairman Hajjar asked for more time to update the position description before finalizing the grade assignment – all agreed.
- f. 2015 Goals and Objectives
A draft letter to the Personnel Board’s Appointing Authorities was review and marked-up for submission by Chairman Hajjar

There being no further business before the PB, on a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously voted to adjourn at 8:35 PM.

Next meeting: Wednesday, March 18, 2015 at 7 PM
FinCom Conference Room (Room 24) of Town Hall