

**Norwood Personnel Board
Regular Meeting - Minutes
March 4, 2015**

The Special Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, March 4, 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
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

NONE

Absent

Anne Haley, vice-chair

1. Policy Reviews

a. Longevity [#P-503]

- i. Anne Haley and David Hajjar made a presentation to the finance Commission on February 18th. While a majority of members were in favor of the new policy, the requested funds transfer was not approved, as there is only \$60K in available town funds and the Finance Commission is concerned with the snow removal budget and FD OT. Chairman Slater requested that the Personnel Board get with the Board of Selectmen to resolve before going to Town Meeting for a fund transfer request;
- ii. Chairman Hajjar sent a request to the BOS chairman, Mike Lyons, asking for a meeting. John Carroll indicated he has a solution and will provide it to the BOS. Chairman Hajjar reached out to John Carroll and they came to a mutual agreement, pending Personnel Board approval;
- iii. With the assistance of Town Counsel, Kevin Bresnahan, an exception was added to section 6.1 which indicated how an existing eligible employee is grandfathered. This was the essence of the agreement with Mr. Carroll and approved by the Personnel Board; and,
- iv. There were 2 other changes proposed and adopted – (1) Section 6.1 add “..., as of your Anniversary date.” at the end of the first sentence; and (2) Section 3.3 change “..., at the end of that attainment.” to “..., as of your Anniversary Date.” at the end of the first sentence.

On a motion by Jack Taylor and seconded by Will Krasnow, the Personnel Board unanimously approved the Longevity Policy. Chairman Hajjar will send out the customary notice letter with the policy to only the Appointing Authorities, as a separate employee letter will go out in 2 weeks.

The draft employee letter was reviewed and several changes were requested. An updated letter will be disseminated for a vote during the next meeting.

- b. Alcohol and Drug Policy [#P-404]
 - i. A follow-up conference call with Kathy Murphy and Kevin Bresnahan of MHTL resulted in significant language changes to ensure we were not crossing over into CBA, as well as to protect the Town with certain rights; and,
 - ii. An updated policy will be provided next meeting for a final review and vote.

- c. Town-wide CORI and Fingerprint Policy [BOS-1] (new)
 - i. The draft policy was provided to Police Chief Brooks and Town Counsel Kathy Murphy for review and comment;
 - ii. Chief Brooks has responded with several minor updates, which have been incorporated;
 - iii. Kathy Murphy of MHTL has indicated that she will respond soon; and,
 - iv. The Personnel Board is looking to have this recommended policy in the hands of the Board of Selectmen before the end of March.

- d. Seasonal/Temporary Employment Policy [#P-103] (updates)
 - i. Proposed definition for Seasonal and Temporary Employee, as provided by Michelle Pizzi, HR Director, were forwarded to Town Counsel;
 - ii. Kevin Bresnahan of MHTL provided an e-mail that indicated there were other changes needed since the law has changed since we last updated and issues within the town have changed over time that need to be discussed, as they could have an impact on the policy. This includes the probability of separating the existing policy into 2 separate policies “Seasonal Employment” and “Temporary Employment”. Chairman Hajjar will set up a conference call with the appropriate parties;
 - iii. Document #D-147 Seasonal/Temporary Compensation Rates was updated after HR received recommendations from the appropriate department heads. Michelle work with several to get 3-year rate schedules.

On a motion by Pat Riley and seconded by Jack Taylor, the PB voted 3-0-1 in favor. Chairman Hajjar abstained, as his son works for the town’s Recreation Department. Chairman Hajjar will send out the approved document to the appropriate parties.

2. Reclassifications

- a. The PB is still working on the position description for DPW Dispatcher before considering a rerate.

- b. Cathy Triatti submitted a Reclassification request to make her position to an M15 from the current M11 grade. A new position description and title were submitted along with the appeal form. This request was withdrawn by Mark Ryan, after Mark submitted an e-mail requesting such action at this time.

3. New Business

- a. Chairman Hajjar announced that he submitted a letter to the BOS chairman, Finance Commission chairman and Town Moderator, requesting consideration for reappointment to a new 3-year term.

- b. A copy of the issued MHTL Labor & Employment Alert regarding a revision to FMLA recognizing Same-Sex Spouses regardless of state of residence was delivered and filed for record. The Town’s FMLA policy will have to be reviewed.

- c. St. Catherine's Nurse – data collected so far was put in a chart and provided to all PB members and sent to Sigalle Reiss, Health Department Director, for updating. Sigalle may have to make contact with the school principal to obtain the current data. If she feels uncomfortable in making contact, HR will make contact. Kevin Bresnahan is scheduled to attend our next meeting to review this issue in more detail.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 8:10 PM.

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