

**Norwood Personnel Board
Regular Meeting - Minutes
April 15, 2015**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, April 15, 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
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
Mark Ryan, DPW and Engineering Director
Cathy Traietti, DPW Business Manager

Absent

Patterson (Pat) Riley

1. Meeting Minutes

a. March 18, 2015 – Regular Meeting

Delete name of St. Catherine’s School nurse and just indicate by position

On a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously adopted/ approved the meeting minutes as corrected.

2. 7:15 PM - Public Hearing with DPW concerning reclass request of Business Manager

- a. From previous meeting, PB members were provided appeal form, AA support letter and proposed updated position description.
- b. Appeal requested an upgrade to M15 with a new “Business Operations/Project Manager” title. Business Manager is currently M11.
- c. Chairman Hajjar thanked both Mark and Cathy for attending the hearing to help the PB fully understand the proposed changes.
- d. Chairman Hajjar also indicated that the position description, even if approved tonight, would not be rated until HR has completed the PB requested comparable town survey. This may take a few weeks.
- e. Mark Ryan and Cathy Traietti reviewed their proposed updates they believe have taken place since the Business Manager position description was originally written. Activities related to water meters, fuel for all departments, FEMA/MEMA, trash & recycling, workers’ comp, LR negotiations and grievances and fuel tank monitoring and reporting. None of these issues relate to what the Asst. Superintendent of Public Works is responsible for.
- f. Member Will Krasnow and Anne Haley asked many questions of Mark and Cathy to fully understand who did these functions previously.
- g. Chairman Hajjar also reminded all that just because a position description changes does not necessarily mean an upgrade. It is known that all jobs change over time and since most Town position descriptions were written in 2003, the PB expects changes.

The Board thanked Mark and Cathy again for attending and providing really good information.

Once the comparable study is complete, the PB may ask Mark to return for further discussion.

Cathy also provided an updated Dispatcher position description for the reclass submitted last month. Chairman Hajjar indicated he also had one for the PB, so both will be combined for rating purposes, which will take place later in the meeting. Cathy thanked the PB, as she needs to fill the position since the current Dispatcher/Yardman employee is retiring May 1st.

3. Reports/General Correspondence

- a. A copy of the letter sent to Ramanda Morgan approving a Longevity Policy exception due to a loophole in the policy was provided and filed for record purposes.
- b. A copy of the Longevity Policy and Payment letter sent to all non-bargained-for Town employees was provided and filed for record purposes.
- a. A copy of the Norwood Airport Staffing Study and letters to all participating Airport Managers and Airport Commission Chairpersons was provided and filed for record purposes.
- b. A copy of the 2015 YTD Activity Report through March was provided and filed for record purposes.

4. Unfinished Business

- a. **St. Catherine's Nurse/BOH Position**
 - i. There is a scheduled meeting with Mary Russo, school principal, Sigalle Reiss-Health Director, Michelle Pizzi-HR Director, David Hajjar-PB Chairman, and Kevin Bresnahan-Town Counsel on April 24th to go over the current employee-employer and School-Town relationship and agreement. The meeting is scheduled to be at St. Catherine's.
 - ii. Chairman Hajjar will not be able to attend. The meeting will go forward, as long as Town Counsel also attends. Otherwise a new meeting date will be pursued.
- b. **Assistant Airport Manager – FLSA Determination**
 - i. Per the discussion from last meeting, Michelle Pizzi and Russ Maguire (Airport Manager) will review the current position description for accuracy.
 - ii. The Exempt determination does not exclude an employee from earning additional compensation. We may want to call it something other than overtime to more accurately reflect why the additional compensation is being made.
- c. **Alcohol and Drug Policy [#P-404]**
 - i. A follow-up conference call was held on March 19th with Kathy Murphy and Kevin Bresnahan of MHTL, Michelle Pizzi and Chairman Hajjar.
 - ii. Kathy is to provide the final policy for review and adoption by the full PB.
- d. **Seasonal/Temporary Employment Policy [#P-103]**
 - i. Conference call with Kevin Bresnahan of MHTL was held on Friday, March 13th.
 - ii. PB waiting for final draft, based on requested input from Kevin Bresnahan.
 - iii. The policy will not be split into 2 [Seasonal and Temporary].
 - iv. Michelle Pizzi requested the PB add the Library Rates to the previously approved 3-year rate chart. This will be reviewed next meeting.
- e. Exempt / Non-Exempt notification letter status – the process is almost complete. This required every position description to be properly labeled and a letter sent to each employee.

- f. Guidelines – Business Continuity Planning [G-101] – members expressed a desire to have more time to review the proposed drafted documents. To be discussed next meeting.
- g. **Town-wide CORI and Fingerprint Policy [#BOS-1]**
 - i. There is a rescheduled conference call tomorrow (3/19) with Kathy Murphy and Kevin Bresnahan of MHTL, Michelle Pizzi and Chairman Hajjar to review a draft.
 - ii. Police Chief Brooks has already provided feedback.
 - iii. Kathy Murphy of MHTL is concerned with our proposed policy that combines both CORI and Fingerprinting. Kathy will provide an updated draft for consideration.
 - iv. The DCJIS must approve any policy to be used by a City/Town, after the Town approves it first.
- h. PB Reappointments – neither member Will or Chairman Hajjar have heard back about their reappointment requests.

5. New Business

- a. New Policy – a Social Media Policy [#P-410] will be a focus after other issues are completed.
- b. Michelle indicated to the PB that there will be an upcoming ethics training and orientation in June, as it is required every 2 years by the state. The training will be held at the Senior Center.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously voted to adjourn at 10:15 PM.

Next meeting: Wednesday, April 15, 2015 at 7 PM
 FinCom Conference Room (Room 24) of Town Hall

 Wednesday, May 20, 2015 at 7 PM
 FinCom Conference Room (Room 24) of Town Hall