

**Norwood Personnel Board
Regular Meeting - Minutes
May 27, 2015**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, May 27, 2015 in the Drummey 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
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
Robert Marsh, Town Treasurer & Collector

Absent

NONE

1. Elections

- a. Chairman
 - i. Pat Riley nominated and Jack Taylor 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. Pat Riley nominated and Will Krasnow seconded the nomination of Anne Haley for Chairman. Anne Haley accepted.
 - ii. There being no further nominations, nominations were closed and Anne Haley was elected Vice-chair.

2. Meeting Minutes

- a. April 15, 2015 – Regular Meeting
There were 5 minor grammar changes made.

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

3. 7:15 PM - Public Hearing with Robert Marsh regarding Office Specialist -Taxes (Grade C5) Reclass request

- a. PB members were provided a copy of April 30th e-mail from Michelle Pizzi informing Chairman Hajjar about reclass appeal.
- b. PB members were provided a copy of letter to Bob Marsh from Chairman Hajjar inviting Bob Marsh to PB meeting to discuss requested appeal.
- c. PB members were provided a copy of a letter and back-up documentation from Bob Marsh discussing his requested change.
- d. Current position holder (Cheryl Golden) is being promoted to Payroll Administrator (Grade C8) effective early July, as Patty Dundulis is retiring.

- i. Office Specialist handles over 400K transactions per year through receivable system and over \$130M in revenue.
- ii. Complexity has increased with data and systems.
- iii. Works more with outside groups: Tax Collector – Tax Title Process – Outside Auditors
- iv. Works with Town Counsel, David DeLuca of MHTL and Town Assessor, Tim McDonough, regarding overdue taxes and foreclosures.
- v. Increased judgment as position is responsible for budgets and analysis.
- vi. The PB asked that Education be upgraded
- vii. The PB will assign a new title.
- viii. Michelle Pizzi and Bob Marsh shall meet and develop a new position description for the PB to review and then vote if a re-rate is required due to substantive changes. If so, Bob Marsh will have to submit a signed Re-class Appeal form with his own recommendation of support, for the record.

The Board thanked Bob for attending and providing good information to members.

On a motion by Jack Taylor and seconded by Anne Haley, the PB voted unanimously to close the hearing at 7:55 PM.

4. Reports/General Correspondence

- a. A copy of the letter sent to Mark Ryan, DPW and Engineering Director, regarding reclassification decision to newly titled Customer Service Representative / Dispatcher.
- 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 e-mails sent to Paul Bishop and Bill Plasko regarding concerns over not reviewing position descriptions before hiring 2 Assistant Superintendent positions and completing a study of how other Town Light departments are organized.
- b. A copy of the 2015 YTD Activity Report through April was provided and filed for record purposes.

5. Unfinished Business

- a. **St. Catherine's Nurse/BOH Position**
Sigalle Reiss-Health Director, is trying to reschedule the meeting with Mary Russo, school principal, with Sigalle Reiss-Health Director, Michelle Pizzi-HR Director, David Hajjar-PB Chairman, and Kevin Bresnahan-Town Counsel. The April 24th meeting was cancelled, as Town Counsel was unable to attend.
- b. **DPW Business Manager (M11) Re-class**
 - i. Ms. Pizzi provided a copy of the Position and Compensation Review Sheet. Michelle to call the Town of Danvers for their info. Ms. Pizzi will also provide position descriptions of similar positions from other Towns and submit the Position and Compensation form to electronically to Chairman Hajjar.
- c. **Assistant Airport Manager – FLSA Determination**
 - i. Per the discussion from March's 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.

d. 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.

e. 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].

- f. 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. Chairman Hajjar will complete during the summer time.

- g. Guidelines – Business Continuity Planning [G-101] – to be discussed next meeting.

h. Town-wide CORI and Fingerprint Policy [#BOS-1]

- i. A follow-up conference call is scheduled for June 5th with HR and Town Counsel (MHTL).
- ii. Revised submitted draft from Kathy Murphy, of MHTL, raises several issues that need to be ironed out.
- iii. There also does not appear to be an understanding of the request. There is an existing employment policy regarding CORI, which is handled by HR. The new policy is for Town-wide use for fingerprinting and CORI with respect to certain licensed positions.
- iv. The DCJIS must approve any policy to be used by a City/Town, after the Town approves it first.

- i. PB Reappointments – Both Will Krasnow and Chairman Hajjar have heard appointed for another 3-year term beginning May 1, 2015.

6. New Business

- a. New Policy – a Social Media Policy [#P-410] will be a focus after other issues are completed.
- b. Michelle reminded all that the PB needs to attend the 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.
- c. Proposed Library Rates for inclusion onto the previously approved 3-year rate chart for part-time employment. A letter with labor rates was submitted to the PB from Charlotte Canelli, Library Director, after the Library Trustees approved revised figures worked out between Ms. Pizzi and Ms. Canelli.

On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously adopted the submitted Library rates for inclusion on Document #D-147. Chairman Hajjar will issue updated chart with cover letter.

- d. ZBA Chairman Phil Riley, has submitted a Reclassification request to upgrade the Administrative Assistant (Grade C6) to Senior Administrative Assistance (Grade C7). The PB approved having a hearing with Mr. Riley at its next meeting.

There being no further business before the PB, on a motion by Pat Riley and seconded by Anne Haley, the PB unanimously voted to adjourn at 9:15 PM.

Next meeting: Wednesday, June 10, 2015 at 7 PM
FinCom Conference Room (Room 24) of Town Hall

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