

**Norwood Personnel Board  
Special Meeting - Minutes  
June 17, 2015**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, June 17, 2015 in the Drummey Conference Room, located on the 1<sup>st</sup> floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Phil Riley, ZBA Chairman  
Barbara Kinter, ZBA member  
Mark Chubet, Building Inspector

Absent

NONE

**1. Meeting Minutes**

**a. May 27, 2015 – Regular Meeting**

There were 4 minor grammar changes made.

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

**2. 7:15 PM - Public Hearing with ZBA regarding their Administrative Assistant(AA) [Grade C6] Reclass Request to Senior Administrative Assistant (SAA) [Grade C7]**

- a. PB members were provided a copy of the May 15<sup>th</sup> Reclassification Request Form, including correspondence dated May 15<sup>th</sup> addressed to Michelle Pizzi and David Hajjar, correspondence dating back to 1986 to the BOS from the ZBA, and a current Org Chart;
- b. PB members were provided a copy of the June 1<sup>st</sup> letter to Phil Riley from Chairman Hajjar inviting him to the PB meeting to discuss the requested appeal;
- c. PB members were also provided a copy of the letter from the Appointing Authority, John Carroll, supporting the Reclassification Request to SAA, grade C7;
- d. Phil Riley and Barbara Kinter spent time informing the PB on issues the current position now takes responsibility for, which are more accurately reflected in the SSA position description; thorough knowledge of zoning by-laws/regulations; sets up hearing and works with applicants on required forms and notices that have to be mailed to abutters; drafts legal description as a result of ZBA decisions; handles the budget-payroll-supplies;
- e. Phil and Barbara felt the issues related to the approved 2014 Planning and Economic Development Department Administrative Assistant Reclass Request to SAA (Grade C6 to Grade C7) are the same;
- f. The current position holder, Deborah Frangioso, has accepted the full-time SAA position in the Inspection of Buildings Department with the retirement of Brenda Babel;

- g.** Phil and Mark also detailed their additional request to the PB to increase the weekly hours from 24 to 32. Chairman Hajjar indicated to all that weekly hours are not under the jurisdiction of the PB and needs to be addressed to/with the BOS and Finance Commission, prior to informing any candidate that the position is greater than 24 hours per week. A proposed arrangement where the additional 8 hours to assist the Inspections Department also needs to be worked out financially; and,
- h.** Night meetings are above the 24 weekly hours and an hourly rate is paid for those hours.

The PB thanked Phil, Barbara and Mark for attending and providing good information.

On a motion by Jack Taylor and seconded by Anne Haley, the PB voted unanimously to close the hearing at 7:50 PM.

The PB continued discussion and concurred with the rationale provided during the hearing. The PB agreed that this Reclassification Request was considered an Employee Evaluation under Section 2.6.a of the personnel Board's Policies and procedures document.

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved the Reclassification request to SAA, Grade C7. Chairman Hajjar will send the appropriate notification letter. In addition, the PB's letter will indicate that the requested increase in hours needs to be brought before the BOS and/or FinCom prior to advertising the increased hours to avoid any employee funding issues.

### **3. Reports/General Correspondence**

NONE

### **4. 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, Michelle Pizzi-HR Director, David Hajjar-PB Chairman, and Kevin Bresnahan-Town Counsel.

#### **b. DPW Business Manager (M11) Reclassification Request**

Michelle Pizzi to call the Town of Danvers for their staffing info. Michelle Pizzi will also provide position descriptions of similar positions from other Towns and submit the Position and Compensation form electronically to Chairman Hajjar

#### **c. Assistant Airport Manager – FLSA Determination**

- i.** Michelle Pizzi and Russ Maguire (Airport Manager) will review the current position description for accuracy.
- ii.** The Exempt determination does not include 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. Seasonal/Temporary Employment Policy [#P-103]**

- i.** Town Counsel, Kevin Bresnahan of MHTL, to provide updated draft based on conference call held on Friday, March 13<sup>th</sup>.

- ii. The policy will not be split into 2 [Seasonal and temporary].
- e. **Guidelines** – Business Continuity Planning [G-101] – to be discussed next meeting
- f. **Town-wide CORI and Fingerprint Policy [#BOS-1]**
  - i. A follow-up conference call was held with Town Counsel, Kathy Murphy of MHTL, on June 12<sup>th</sup>.
  - ii. Revised draft from Kathy Murphy to be submitted to the PB. Draft will be a single policy with 2 sections – Fingerprint and CORI.
- g. **Department Head Meeting**
  - i. Meeting was held in the recreation department building on June 11<sup>th</sup> from 10AM until Noon. The meeting was well attended.
  - ii. It was an excellent meeting and HR provided refreshments.
  - iii. Chairman Hajjar provided a copy of the e-mail summary he mailed out to all on June 12<sup>th</sup>. A specific request was for the PB to have a meeting with Department Heads during the daytime in order to get feedback. Night meetings are very difficult and every policy is important to an employee. Chairman Hajjar proposed adding a new section to the PSPP that would indicate as such.

**Proposed PB Policy and Procedures – New Section 5.5 (move other sections down 1)**

5.5 Prior to a final vote to adopt, the Board shall **should** hold a meeting during normal working hours as a means to inform employees of the proposed change(s), as well as to receive feedback. The meeting shall take place at a time and location ~~convenient to many and~~ as determined by the Board Chair and HR Director.

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved the above added section to the PSPP.

**5. New Business**

- a. New Policy – a Social Media Policy [#P-410] will be a focus after other issues are completed.

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 8:20 PM.

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

Wednesday, September 16, 2015 at 7 PM  
FinCom Conference Room (Room 24) of Town Hall