

**Norwood Personnel Board
Regular Meeting - Minutes
June 24, 2015**

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

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Absent

David E. Hajjar, chairman

1. Meeting Minutes

a. June 17, 2015 – Special Meeting

There were 2 minor changes made on page 3.

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

2. Reports/General Correspondence

- a. A copy of the letter and documents sent to ZBA Chairman, Phil Riley, and others, regarding the PB Reclassification Request decision was distributed and filed for the record;
- b. PSPP Update – newly added Section 5.5 and e-mail to department heads was distributed and filed for the record;
- c. Updated Library Org Charts were distributed and filed for the record;
- d. A copy of the e-mail that was sent to Town Employees regarding day-time meetings before adopting policies was distributed and filed for the record; and,
- e. The monthly Activity report through May 2015 was distributed and filed for the record.

3. Unfinished Business

a. St. Catherine's Nurse/BOH Position

Meeting scheduled for June 25th at 2 PM at St. Catherine's.

b. DPW Business Manager (M11) Reclassification Request

- i. Ms. Pizzi provided a draft position description, which was reviewed by the PB. The job description was approved contingent upon recommended changes discussed.
- ii. Position renamed to Manager of DPW Administration.
- iii. PB rated the position and agreed to M14.
- iv. Upon a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved/adopted the updated position description and the rating of M14.

- 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 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. 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 13th.
 - ii. The policy will not be split into 2 [Seasonal and temporary].
- e. Guidelines – Business Continuity Planning [G-101] – No Action Taken on latest draft document.**
- 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 12th.
 - ii. Revised draft from Kathy Murphy to be submitted to the PB. Draft will be a single policy with 2 sections – Fingerprint and CORI.

5. New Business

None.

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 8:30 PM.

Next meetings: Wednesday, September 16, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall

Wednesday, October 21, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall