

**Norwood Personnel Board
Regular Meeting - Minutes
October 21, 2015**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, October 21, 2015 in the Finance Commission Room, located on the 1st 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:

Michelle Pizzi, HR Director
Jim Collins, Light Department Superintendent
Daryl Hanson, Light Department Broadband Manager

Absent

None

1. Meeting Minutes

a. June 24, 2015 – Regular Meeting

- i. There were corrections to section 2.b, as the PB approved the new Position Description and Reclassification request.
- ii. On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously approved/adopted the updated meeting minutes.

b. September 16, 2015 – regular Meeting

- i. There were several minor grammar corrections made in sections 1.a, 2.b, and 4.a.ii.
- ii. On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously approved/adopted the updated meeting minutes.

2. 7:30 PM Meeting with Light Department representatives regarding proposed position description changes

- a. Ms. Pizzi provided each member with a copy of correspondence from the General Manager, John Carroll, and the Light Department Superintendent, James Collins. Mr. Carroll's letter requested a quick turn-around, as the Light Department would like to move on the hiring process with updated position descriptions.
- b. Mr. Collins and Mr. Hanson went through the major highlights of the proposed changes, which were to update the Telephone Network Engineer PD, the Network Operations Supervisor PD, and the Technical Operations Supervisor PD. Mr. Carroll and Mr. Collins are not looking for any change in grade.
- c. The PB also reviewed with Mr. Collins the issue of EXEMPT positions getting overtime pay for additional work. As has been previously indicated, EXEMPT positions are allowed to receive additional income, but cannot put it in the category of overtime. Added administrative work hours are not compensated to the employee. However, added field work is compensated. The PB and HR Director reminded Mr. Collins to ensure the appropriate pay category is used to ensure legal compliance.

- d. The PB wants to format the Light department PD's into the same format as adopted for the other general Government PD's.
- e. Members Anne Haley and David Hajjar, along with Ms. Pizzi, will meet on 10/28 at 4 PM in Town Hall to draft up recommended position descriptions to the full PB.
- f. The full PB will meet on Wednesday, November 4th at 7 PM in Town hall just to deal with Light Department issues.

3. Reports/General Correspondence

- a. No year-to-Date Activity report submitted.
- b. A copy of the July 27, 2015 letter to Mr. Carroll and Mr. Ryan approving the Reclassification request of the former DPW Business Manager position and the corrected financial impact was distributed and filed for record purposes.
- c. A copy of the draft annual letter that goes out to all Board/Commission chair persons and Department Heads requesting org chart updates was reviewed.
- d. Ms. Pizzi provided a copy of the letter and document that was sent out by Town Clerk and Accountant, Tom McQuaid, requesting FY 17 budget request. The PB is considering asking for \$50K to have a new classification study completed. The PB has until 11/20 to submit its request, so decided to wait until the next meeting on November 4th, so members could think about it more.

4. Policy Review

- a. **Town-wide CORI and Fingerprint Policy [#BOS-1]**
No response from Town Counsel. The PB is waiting for an updated document from Town Counsel. Chairman Hajjar is working with Kathy Murphy on new submission.
- b. **Seasonal/Temporary Employment Policy [#P-103]**
No response from Town Counsel. The PB is waiting for an updated document from Town Counsel. Chairman Hajjar is working with Kevin Bresnahan on new submission.

5. Unfinished Business

- a. **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 should call it something other than overtime to more accurately reflect why the additional compensation is being made.
- b. **Business Continuity Planning**
Chairman Hajjar, HR Director Pizzi, Town Clerk & Accountant Tom McQuaid, and Town Treasurer & Collector, Bob Marsh, are scheduled to meet in November to obtain feedback on the proposed documents.
- c. **Board Code of Conduct**
Per the PB's request, Chairman Hajjar has started to make personal contact with each Board/Commission chair to discuss developing a Code of Conduct. Chairman Hajjar spoke with Mark Ryan as the acting chairman of the Airport Commission. Mr. Ryan was very interested

and asked for a copy of the PB's document, which was forwarded to him. I asked for a follow-up discussion and he indicated he was in favor of a document and would get back to the PB. Chairman Hajjar indicated to Mr. Ryan that we could have a subcommittee meet to develop an acceptable document.

d. Employee Goals and Objectives Guidelines

This will be discussed and acted upon after Business Continuity Planning is finalized. Chairman Hajjar will start some research.

e. St. Catherine's Nurse/BOH Position

- i. Ms. Pizzi submitted the needed Town costs for the spreadsheet that indicates the Town costs above the committed salary. The benefit cost is around \$20K annually, above the salary that St. Catherine's wants to offset their pick-up of the employee as a whole;
- ii. Chairman Hajjar will meet with Finance Commission Chairman Joe Greeley to see how the request should be presented to them.
- iii. Chairman Hajjar is also working with Town Counsel, Kevin Bresnahan, in the development of a document between the Town and St. Catherine's that will detail and memorize the intention and rationale of the Town's contribution for this nurse position.

f. Web-site Updates

Personnel Board members were reminded to visit the website to view all PB documentation. In addition, all forms related to any policy have been uploaded under Human Resources.

g. Remaining Policies:

- i. Worker's Comp and Safety
- ii. Injury Leave of Absence
- iii. Social Media – to be next focus after the current 2 policies under development are completed.

h. DPW reclassification Requests

Ms. Pizzi is working on a letter to Town Counsel regarding the effect of eliminating certain civil service positions, as requested by the DPW. Mr. Ryan would like the positions upgraded, but it would also take them out from civil service.

i. NLD Reclassification Request

- i. Mr. James Collins, Light Department Superintendent, submitted a Reclassification Request, along with an Appointing Authority support letter from John Carroll.
- ii. The PB determined this was not a Reclassification Request, but a new position description, as there is no existing Sr. Head Clerk job title/position.
- iii. Chairman Hajjar was asked to send a clarifying letter to Mr. Collins and Mr. Carroll. The PB will take this matter up at a later date.

There being no further business before the PB, on a motion by Anne Haley and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:25 PM.

Next meetings: Wednesday, November 18, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall

Wednesday, December 16, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall