

**Norwood Personnel Board
Regular Meeting - Minutes
November 18, 2015**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, November 18, 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

Absent

None

1. Meeting Minutes

a. October 21, 2015 – Regular Meeting

- i. There were several grammar corrections made on page 2.
- ii. On a motion by Pat Riley and seconded by Anne Haley, the PB unanimously approved/adopted the updated meeting minutes.

2. Reports/General Correspondence

- a. A copy of the October 26, 2015 Org Chart update request letter was distributed and filed for record purposes.
- b. A copy of the October 2015 YTD Activity Report was distributed, reviewed and filed for record purposes. The PB has completed 35% of their activities YTD.

3. Policy Review

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

- i. Kathy Murphy of MHTL provided an updated draft that combines both CORI and Fingerprint Requirements.
- ii. Chairman Hajjar to forward draft to Chief Brooks for feedback.
- iii. Final draft then to be forwarded to the BOS with process to be completed before adoption can be made.

b. Accelerated Step Increase Policy [#P-411]

- i. The PB reviewed both an old draft from 2008 and a new draft.
- ii. PB members were asked to provide written feedback to Chairman Hajjar by close of business Friday (11/20) in that a letter and public hearing date (12/14) can be held prior to the Christmas / Holiday season.
- iii. Chairman Hajjar was asked to send out the updated draft electronically to all PB Members and Michelle Pizzi.

c. Seasonal/Temporary Employment Policy [#P-103]

No response from Kevin Bresnahan. The PB is waiting for an updated document from Town Counsel in order to adopt final policy language. Chairman Hajjar to follow-up.

4. New/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 may want to 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, will meet after the Thanksgiving holiday 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.

- i. Chairman Hajjar spoke with Mark Ryan as the acting chairman of the Airport Commission and provided him the requested copy of the PB's document. Chairman Hajjar indicated to Mr. Ryan that we could have a subcommittee meet to develop an acceptable document.
- ii. Chairman Hajjar also exchanged e-mails with the Library Board of Trustees Chair, Cashman Kerr Prince, who also expressed a willingness to review this matter with the other Trustees at an upcoming Trustee meeting.

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. Meeting held with nursing employee held this past Monday at St. Catherine of Siena School. St. Catherine's offered her the full-time employee position starting 7/1/16 and requested a decision by February 1, 2016 as to her intent.
- ii. BOH funding shifting from salary and benefits to 'Contracted Services'. Budget and issue reviewed this past Tuesday with the BOH. Sigalle Reiss worked with Assistant Town Accountant to develop a new line item in the BOH budget.
- iii. Chairman Hajjar met with Finance Commission Chairman Joe Greeley to provide status of this proposed change.
- iv. Chairman Hajjar and Sigalle Reiss also met with Tom McQuaid about this issue and change in budget accounting.

f. 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. 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.

i. Light Department Position Description Updates

- i. Position descriptions are being put into the updated format developed. Chairman Hajjar to inform Superintendent Collins that he can use the current position descriptions for interview purposes, but inform the selected candidates an updated position description is forthcoming with no change in rating.
- ii. On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously approved the updated position description.
- iii. On a motion by Pat Riley and seconded by Anne Haley, the PB unanimously voted to confirm the current rating of S14, as the changes agreed upon do not warrant a significant change – no rerate.
- iv. The PB did agree that a full review of the entire management classification and ratings should be completed in 2016.
- v. Chairman Hajjar to send out the appropriate letter and updated position descriptions.

j. Civil Engineer Position Description Update

- i. Mark Ryan requested the PB update the Civil Engineer position description to include GIS responsibilities, which the PB agreed with.
- ii. The PB also put the position description in the updated format developed.
- iii. On a motion by Will Krasnow and seconded by Pat Riley, the PB unanimously approved the updated position description.
- iv. On a motion by Will Krasnow and seconded by Pat Riley, the PB unanimously voted to confirm the rating of N13, as the changes agreed upon do not warrant a significant change – no rerate.
- v. Chairman Hajjar to send out the appropriate letter and updated position description.

There being no further business before the PB, on a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 9:50 PM.

Next meetings: **Monday, December 14, 2015 at 7 PM**
Robert Thornton Conference Room (Room 24) of Town Hall

Wednesday, January 20, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall