

**Norwood Personnel Board  
Regular Meeting - Minutes  
December 14, 2015**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Monday, December 14, 2015 in the Robert Thornton Commission Room/Room 24, 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:

None

Absent

None

**1. Meeting Minutes**

**a. November 18, 2015 – Regular Meeting**

- i. There were a couple of grammar corrections made on pages 1 and 2.
- ii. 3.b should read “Accelerated” not “Advanced”.
- iii. 3.b.ii should indicate the date of “12/14”, not “12/”.
- iv. 4.e.iv – the spelling of Sigalle was corrected.

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

**2. 7:15 PM Public Hearing – Proposed Accelerated Step Increase Policy [#P-411]**

- a. There were no known or submitted comments.
- b. An updated draft, included in each meeting packet, was reviewed by the PB with several changes proposed and discussed.
- c. Department Head meeting scheduled for Friday the 18<sup>th</sup> at 1 PM in the Civic Center. Member Jack Taylor will accompany Chairman Hajjar.

On a motion by Will Krasnow and seconded by Jack Taylor the PB unanimously voted to close the public hearing at 8:40 PM.

**3. Reports/General Correspondence**

- a. A copy of the November 20, 2015 letter to Mark Ryan concerning the Civil Engineer position description was distributed and filed for record purposes.
- b. A copy of the November 23, 2015 letter to James Collins concerning the PB’s initial review of the Telephone Network Engineer, Technical Operations Supervisor, and Network Operations Supervisor position descriptions was distributed and filed for record purposes.
- c. A copy of the December 1, 2015 letter to James Collins concerning the updated, renamed and PB approved Technical Operations Manager position description was distributed and filed for record purposes.

- d. A copy of the November 20, 2015 letter to all Appointing Authorities concerning the need to submit Classification/Reclassification request to the PB as soon as possible in order to be completed prior to the start of FY17 was distributed and filed for record purposes.
- e. A copy of the PB presentation reviewed with the Finance Commission concerning our FY 17 budget request of \$50K to complete an updated classification study was distributed and filed for record purposes.
- f. A copy of the November 2015 YTD Activity Report was distributed, reviewed and filed for record purposes. The PB has completed 39% of their activities YTD.

#### **4. Policy Review**

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

- i. Based on a final legal review by Kathy Murphy of MHTL the proposed policy document was submitted for review.
- ii. On a motion by Jack Taylor and seconded by Will Krasnow the PB unanimously approved the policy for recommendation to the Board of Selectmen.
- iii. The proposed cover letter was reviewed and marked-up as necessary.
- iv. Chairman Hajjar to forward all to the Board of Selectmen for further action.

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

- i. Kevin Bresnahan called Chairman Hajjar and apologized for the delayed response to this policy. Mr. Bresnahan indicated he will submit a final document in a short period of time.
- ii. No additional public hearing is necessary. Once the policy document is received, the PB can vote approval.

#### **5. 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**

- i. Chairman Hajjar, HR Director Michelle Pizzi, Town Clerk & Accountant Thomas McQuaid, and Town Treasurer & Collector Robert Marsh met on December 4, 2015 to review the draft guideline documents.
- ii. Mr. McQuaid and Mr. Marsh both indicated the document should be shorter and less complicated. A 2-page response request from all affected employees would elicit better responses.
- iii. Both Mr. McQuaid and Mr. Marsh will submit a document for their departments in a short period of time to be used as examples to other Appointing Authorities / Department Heads.

##### **c. Board Code of Conduct**

- i. The Library Board of Trustees reviewed the PB request over a 2-month time period and decided to update their own by-laws and follow the State's Ethics law.

- ii. Mark Ryan, as the acting chairman of the Airport Commission, provided Chairman Hajjar with an e-mail indicating he would bring this issue to the Commission at their January 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. FY16 Org Charts**

- i. Almost complete. Need Engineering and DPW to submit. The PB will issue copies to members of the Board of Selectmen, Finance Commission, General Manager, Town Clerk & Accountant, Assistant General Manager and HR Director, as well as uploading a pdf copy onto the Town's website for all to view/print, as needed.
- ii. TC&A Thomas McQuaid provided Chairman Hajjar a copy of the Town's pink sheets to compare numbers and positions regarding full-time positions.

**f. St. Catherine's Nurse/BOH Position**

- i. Kevin Bresnahan of MHTL is working on a draft "Agreement of Understanding" between the Town and St. Catherine of Siena School.
- ii. BOH to review budget request and changes with Finance Commission in January.

**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. Light Department Position Description Updates**

- i. Chairman Hajjar is working on the other 2 position descriptions that were requested to be updated and changed to the adopted format.
- ii. The Head End Systems Engineer document should be ready by the end of the month.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously voted to adjourn at 9:20 PM.

**Next meetings:** Monday, January 20, 2015 at 7 PM  
Robert Thornton Conference Room (Room 24) of Town Hall

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