

**Norwood Personnel Board  
Regular Meeting - Minutes  
January 20, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 20, 2016 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:

Michelle Pizzi, Human Resources Director

Absent

None

**1. Meeting Minutes**

**a. December 14, 2015 – Regular Meeting**

- i. In 2.c, spell out Department.
- ii. IN 5.e.i, spell out Assistant, capitalize ‘g’ and ‘m’ in general manager, and delete the ‘y’ in ‘HR Director’.

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

**2. Reports/General Correspondence**

- a. A copy of the December 15, 2015 letter and recommended policy regarding the Town-wide CORI and Fingerprint Policy was distributed and filed for record purposes.
- b. A copy of the December 18, 2015 letter to all Appointing Authorities and Department Heads that updated org charts were available on the Town’s web site was distributed and filed for record purposes. Booklets were provided to the Board of Selectmen, Personnel Board, Finance Commissioners, Town Clerk and Accountant, General Manager, Assistant General Manager and HR Director. Chairman Hajjar also provided the HR Director and PB members with an insert to the booklet that included a complete position breakdown by department.
- c. A copy of the January 15, 2016 letter to the Board of Selectmen, Finance Commission and the Moderator concerning our 2015 results versus objectives was distributed and filed for record purposes.
- d. A copy of the December 2015 Year-end Activity Report was distributed, reviewed and filed for record purposes. The PB completed 44% of their activities.

**3. Policy Review**

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

- i. The submitted policy is under the jurisdiction of the BOS, who must adopt in order for it to be sent to the DCJIS for review.

- ii. Chairman Hajjar attended the BOS meeting in which this policy was to be discussed – January 5<sup>th</sup>. They wanted more time to review this detailed policy and to speak with Chief Brooks. The meeting to discuss was pushed out to January 19<sup>th</sup> and subsequently to a later date.
- iii. Chairman Hajjar also put forward the PB recommendation of expanding the Fingerprint by-law to include other licensee holders. The BOS will take this under advisement during their review of this policy.

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

- i. An updated policy provided by Kevin Bresnahan of Town Counsel's office, was previously disseminated for PB review.
- ii. After further review of the proposed changes, a motion to accept the draft with comments was made by Jack Taylor and seconded by Pat Riley. Motion passed unanimously
- iii. Chairman Hajjar submitted a 'Note 4' to be added to the table in Section 6.8 next to Unpaid Leave' at the suggestion of Kevin Bresnahan. After additional word modification to the note, a motion to include and approve the Seasonal/Temporary Employment Policy was made by Anne Haley and seconded by Pat Riley. Motion passed unanimously.
- iv. Chairman Hajjar will send out the appropriate notice and upload the policy onto the Town's website.

**c. Social Media Policy [#P-410]**

- i. Chairman Hajjar provided the PB with the current status, which has been to gather other MA Town policies and other templates from the internet. Focus to date has been on what definitions to include.
- ii. Chairman Hajjar sent draft of Definition section to Mark Redlich for review and input.
- iii. Copies of all documents to be sent to PB members.

**d. Accelerated Step Increase Policy [#P-411]**

- i. Updated draft policy was previously disseminated for PB review.
- ii. There will be a second hearing on February 17<sup>th</sup> at 7:10 PM.
- iii. The PB wants to limit accelerated step increases to 2 steps (1 step above scheduled step increase). Wording to be added to updated draft.
- iv. PB members and Ms. Pizzi would like the policy to reference a standard Performance Agreement template available from the HR Department. The PB shall review and propose a version at the hearing.
- v. Additional changes will be put forward and discussed/reviewed at the next hearing.

**4. 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. Mr. Robert Marsh will submit a document for his departments in the near future.
- ii. Mr. Tom McQuaid has submitted his department's document.

iii. Both documents will be incorporated in the overall document, which shall be reviewed by the full PB.

**c. Board Code of Conduct**

i. 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. 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.

**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 next meeting.

**i. PB FY17 Budget review**

i. Chairman Hajjar received notice that the Board of Selectmen will review our \$50K budget request on Tuesday, January 22 at 5:40 PM in their chambers.  
ii. A copy of the budget presentation previously made to the Finance Commission was reviewed. 2 updates were made – slide 6 showing Classification/Reclassification numbers since 2012 and a last page that will show our standard salary comp sheet.  
iii. A motion by Pat Riley and seconded by Anne Haley to approve the updated presentation and send along to the Board of Selectmen with a cover letter was unanimously approved.  
iv. Chairman Hajjar will forward the appropriate documents and attend the budget meeting.

**5. New Business**

- a. There are 5 Classification/Reclassification hearings needed to be scheduled. Four hearings will be held during the February 18<sup>th</sup> Meeting and one will be reviewed in February for a March hearing. Chairman Hajjar will send out the appropriate letters.
- b. Ms. Pizzi reminded all that PB members will receive an e-mail with a link to take the mandatory Ethics Test.
- c. Chairman Hajjar will send the drafted 2016 Objectives letter to be submitted to our Appointing Authorities for comment and input.

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 8:45 PM.

**Next meetings:** Monday, February 17, 2015 at 7 PM  
Robert Thornton Conference Room (Room 24) of Town Hall

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