

**Norwood Personnel Board
Regular Meeting - Minutes
February 17, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, February 17, 2016 in the Thornton Conference 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, Human Resources Director
Thomas McQuaid, Town Clerk and Accountant
Mary Lou Folan, Assistant Town Clerk
Rosemarie Meehan, Census and Elections Admin.
Patricia Ralph, Sr. Office Assistant
Jenevieve Graves, Sr. Office Assistant

Absent

None

1. Meeting Minutes

a. January 20, 2016 – Regular Meeting

- i. In 2.b capitalize ‘h’ in David Hajjar.

On a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously approved the meeting minutes as corrected.

2. 7:10 PM – Hearing on Accelerated Step Increase Policy [#P-411]

- a.** There were no other non-board members present for the hearing.
- b.** There were no submitted comments regarding the proposed policy.
- c.** Personnel Board members reviewed highlighted sections of the policy that were recommendations from the last hearing and the subsequent Department Head meeting.
- d.** The Personnel Board stopped at 7:30 PM to allow for a Reclassification hearing to take place and later reconvened the hearing at 8:30 PM.
- e.** Personnel Board members agreed to deleted sections 6.4.d and 6.5. Section 6.4.2 will be dealt with through the Performance Agreement templates. Section 6.5 dealt with the Personnel Board being the final arbiter if there was a process issue between the employee and Appointing Authority. Members thought it better to leave this matter with Human Resources, the Appointing Authority and the employee.
- f.** Kevin Bresnahan of Town Counsel’s office submitted his feedback. His document will be forward to all Personnel Board members.
- g.** Original Town Meeting action regarding the compensation plan was requested by Kevin Bresnahan and will be provided by Michelle Pizzi.
- h.** The Performance Agreement templates will be presented to members next meeting in order for the policy to be adopted.
- i.** The hearing was closed at 9 PM by Chairman Hajjar.

3. Light Department Reclassification Hearing – Head Clerk to Sr. Head Clerk

At the request of Business Manager Cathy Traietti, the Light Department requested, through Michelle Pizzi, a one month delay, as she would like more time to make an evaluation.

4. 7:30 PM Town Clerk’s Reclassification Hearing – Senior Office Assistant

- a. A copy of the Reclassification Appeal form, current position description and proposed position description were included in members meeting packets.
- b. Michelle Pizzi provided a comparable salary survey. The survey includes 3 other Towns (Melrose, Milford & Needham) that have birthing hospitals.
- c. Tom McQuaid and Mary Lou Folan letter both reviewed duties and responsibilities current position holders complete above the current Sr. Office Assistant position description. The office is a big advocate of cross-training to keep the office going when an employee is absent.
- d. Anne Haley requested copies of comparable town position descriptions.
- e. The hearing was closed at 8 PM.

Chairman Hajjar indicated that the Personnel Board has some work to do and an in-depth discussion will take place soon. It is anticipated the Personnel Board will make a decision prior to Town Meeting in May.

5. 8:05 PM Town Clerk’s Reclassification Hearing – Census and Elections Administrator

- a. A copy of the Reclassification Appeal form, current position description and proposed position description were included in members meeting packets.
- b. Michelle Pizzi provided a comparable salary survey. The survey includes 3 other Towns (Melrose, Milford & Needham) that have birthing hospitals.
- c. This position provides limited supervisory responsibilities and the Town’s C7 position includes this function.
- d. Anne Haley requested copies of comparable town position descriptions.
- e. Mary Lou Folan indicated that interaction with the public has changed. In addition, there has been numerous election law changes, like on-line registration. The office has separate state computers to receive state information.
- f. The hearing was closed at 8:25 PM.

Chairman Hajjar indicated that the Personnel Board has some work to do and an in-depth discussion will take place soon. It is anticipated the Personnel Board will make a decision prior to Town Meeting in May.

6. Policy Reviews

- a. Fingerprint and CORI [#P-102] (new) for the BOS – status
At the 2/15/16 Board of Selectmen’s meeting, they discussed having a review and discussion within the next couple of meetings. Members wanted to discuss with Chief Brooks.
- b. Social Media [#P-410] (new)
Draft policy was provided to Sarah Catignani of Town Counsel’s office, who will be working on the legal matters. A public hearing will need to be held – shooting for April.

- c. Alcohol and Drug Policy [#P-404] – Kevin Bresnahan of Town Counsel’s office provided a couple of recommendations, which the PB adopted.

On a motion by Anne Haley and seconded by Will Krasnow, the Personnel Board unanimously approved an updated Alcohol and Drug Policy. Chairman Hajjar will send out the notification letter to all Appointing Authorities and Department Heads, and upload the policy onto the Town’s website.

Michelle Pizzi will work with John Carroll on Union notification.

7. Unfinished Business

a. Assistant Airport Manager – FLSA Determination

- i. HR Director Michelle Pizzi, Airport Manager Russ Maguire and PB Chairman David Hajjar met last week to review the FLSA determination.
- ii. Russ Maguire disagreed that the Assistant Airport Manager met the Administrative exemption, as the primary responsibilities are not administrative. He asked that this be reconsidered. The three member team agreed with this determination and recommends the same to the Personnel Board.
- iii. The team also discussed making the Assistant Airport Manager position Exempt, once the Airport Commission hires another employee. All agreed it was difficult to have an Assistant Director in a non-exempt position. Russ Maguire agreed. The Personnel Board will be asked to document this matter.
- iv. After further review/discussion, the Personnel Board agreed with the recommendation of the team. On a motion by Jack Taylor and seconded by Anne Haley, the Personnel Board unanimously approved changing the FLSA determination of the Assistant Airport Manager to Non-exempt. Chairman Hajjar will send out an updated determination letter to all parties.
- v. The PB also discussed sending out a letter regarding the future FLSA determination of the Assistant Airport Manager. On a motion by Jack Taylor and seconded by Anne Haley, the PB authorized a letter to be sent. Chairman Hajjar will handle after reviewing with Michelle Pizzi.

b. Business Continuity Planning

Mr. Robert Marsh will submit a document for his departments in the near future. Town Clerk & Accountant Thomas McQuaid has already submitted his document.

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.
- ii. In a conversation with Airport Director Russ Maguire, he indicated agreement with a Board Code of Conduct and will remind Chairman Ryan.

d. Employee Goals and Objectives Guidelines

This will be discussed and acted upon after Business Continuity Planning is finalized.

e. St. Catherine’s Nurse/BOH Position

Kevin Bresnahan of MHTL is working on a draft “Agreement of Understanding” between the Town and St. Catherine of Siena School.

f. 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.

g. PB FY17 Budget Review

- i. Chairman Hajjar and Vice-chair Haley made the \$50K budget request to the Board of Selectmen 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 provided to the Personnel Board previously.
- iii. John Carroll deleted the \$50K amount from the next budget pass, so our request would be in line with other departments requesting funding.
- iv. The BOS has requested the Personnel Board obtain a cost to update the Classification Plan just for the non-bargained for employees. Michelle Pizzi and Chairman Hajjar will handle.
- v. The Personnel unanimously agreed that doing just the non-bargained for personnel is the wrong way to go. It does not solve the issues facing the Personnel Board and the Town.
- vi. The Personnel Board also wants clarification as to why John Carrol is able to delete the \$50K from an independent Board's budget request. The PB does not fall under the Town Manager.

8. New Business

- a. There may be 3 more potential Classification/Reclassification hearings needed to be scheduled. This brings the total to 9 in 2016.

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 10:20 PM.

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

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