

**Norwood Personnel Board
Regular Meeting - Minutes
March 16, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, March 16, 2016 in the Thornton Conference Room, located in Room 24 on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, Human Resources Director
James Collins, Light Department Superintendent
Kathy Traietti, Light Department Business Manager

Absent

Patterson (Pat) Riley

1. Meeting Minutes

a. March 2, 2016 – Special Meeting

No corrections submitted.

On a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously approved the meeting minutes as submitted.

2. Policy Reviews

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

- i. E-mail from Sarah Catignani of Town Counsel’s office indicating policy was submitted to DCJIS for review/approval was included in meeting packet.

b. Social Media Policy [#P-410]

- i. E-mail from Sarah Catignani of Town Counsel’s office that an updated draft is being worked on and will be sent to the PB shortly.

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

- i. Keven Bresnahan of Town Counsel’s office submitted final comments in an e-mail dated 3/16/16:
 1. Delete Section 5.4.a - since the circumstances described really did not relate at all to the subject of policy, it seemed out of place and he recommended removal, similar to previous section 5.7. This was accepted by the PB.
 2. At the beginning of Section 5.4 – add the words “Under normal circumstances”. This leaves room for the exceptions not addressed by the policy – unpaid suspension, leave of absence, etc. This was accepted by the PB.
 3. Section 6.2.b – correct the sentence structure to read “The 3-year period begins on the effective date of a previous accelerated step increase.
- ii. Anne Haley recommended we change the words in Section 1.2 “...in which...” to “...that...”. This was accepted by the PB.
- iii. The policy references document #D-115-Performance Agreement Template, which will be finalized by Ms. Pizzi for PB review on March 30, 2016.

- iv. Michelle Pizzi recommended changing the first part of Section 6.4.4 to read “The Appointing Authority and/or designee and Human resources Director and/or designee shall jointly coordinate the development...”. This was accepted by the PB.

On a motion by Anne Haley and seconded by Jack Taylor, the Personnel Board unanimously approved the updated draft as a new policy. Chairman Hajjar will distribute and upload onto the Town’s website.

3. 7:30 PM – Light Department Reclassification

- a. Superintendent Collins wants 2nd in command for Business Manager.
- b. Chairman Hajjar indicated to the members, Superintendent Collins and Business Manager Traietti that is considered a new Classification, not a Reclassification. There is no existing Sr. Head Clerk position today to reclass an existing Head Clerk from. The PB would have to agree on a position description and then rate it.
- c. There are 2 Head Clerks today – 1 downstairs and 1 upstairs. This is a function of location of Clerks and Customer Service Reps.
- d. W. Krasnow – what is % of Sr. Head Clerk work associated with yellow highlights on the proposed position description submitted - Superintendent Collins–30-35%.
- e. The Braintree Light Department is a very good comparable to the Norwood Light Department for use by the Personnel Board.
- f. The draft Position Description to be updated by the Light Department, not with just tasks, but for skills, training, supervision, etc.

On a motion by Anne Haley and seconded by Jack Taylor, the Personnel Board unanimously approved a letter to the Light Department by Chairman Hajjar explaining these details in order for the PB to complete the request.

4. Unfinished Business

- a. **\$50K Budget Request for Classification Plan Update**
 - i. On behalf of the Personnel Board, the Human Resources department is obtaining cost estimates to complete a total (Bargained-for and Non Bargained-for) update of the Classification Plan, as well as one just for the Non Bargained-for group, which was a specific request from the Board of Selectmen.
- b. **Sick Leave Pay-out Request Form**
 - i. Draft form submitted by Chairman Hajjar
 - ii. HR Director, Michelle Pizzi, requested the form be combined with the Vacation Leave Pay-out Form in order to have one form with all pay-out numbers on it. Chairman Hajjar will work with Ms. Pizzi on updated draft.
- c. **Town of Norwood – Saint Catherine’s School MOU Regarding School Nurse Position**
 - i. Chairman Hajjar received e-mail from Kevin Bresnahan of Town Counsel’s Office with draft document. E-mail and document to be provided to PB members.
 - ii. Draft document still needs review by John Flynn, Norwood’s Town Counsel.

5. TC&A Reclassification Requests

- a. **Binder of information provided by HR Director. Which includes:**
 - i. Comparable Town Data.
 - ii. Comparable Town position descriptions.

- b. The PB agreed to hold special meeting on March 30th to complete the task.
- c. The PB would like a follow-up meeting with the Town Clerk and Accountant, Thomas McQuaid to review specific issues. Chairman Hajjar will send letter to Mr. McQuaid requesting a 7:15 PM meeting time on the 30th.
- d. PB members asked Ms. Pizzi for 2 specific pieces of information from as many comparable Towns in her binder of information:
 - i. The number of personnel within each comparable Towns Clerk's Office by bargained-for and non bargained-for positions.
 - ii. The numbers in i. above broken down by full-time and part-time employees.

6. New Business/Roundtable

a. Ms. Pizzi submitted copies of two new Reclassification requests and one new Classification Request:

- i. Town Assessor Timothy McDonough – Reclassification Request for Administrative Assistant Donna Donnelly.
- ii. Assistant Town Manager Bernie Cooper – Reclassification Request for Executive Assistant Sharon Cartier.
 - 1. In 2013 a similar request was received, but denied. However, the hours were increased from 37 ½ to 40, to be consistent with other management personnel in general government, which the PB was standardizing on.
 - 2. The PB determined that this is not a Reclassification based on documents submitted.

On a motion by Jack Taylor and seconded by Will Krasnow, the Personnel Board unanimously approved a letter to Mr. Cooper by Chairman Hajjar explaining these details in order for the PB to complete the request.

- 3. Chairman Hajjar also indicated that he will forward a letter to the Appointing Authority, Mr. John Carroll, requesting a support letter for this Classification Request, as is required by PB procedures.
- iii. Police Chief William Brooks – Classification request for new Deputy Chief position.
 - 1. As is customary and in accordance with PB procedures, the PB agreed to hold a hearing on March 30th with Chief Brooks to review the details.

On a motion by Jack Taylor and seconded by Will Krasnow, the Personnel Board unanimously approved a letter to Chief Brooks by Chairman Hajjar affording him a hearing with the PB on March 30th at 7:45 PM to review the position description and process to complete the Classification Request.

b. Chairman Hajjar provided a copy of a Municipal Law Alert from Town Counsel's Office pertaining to Public Records Copying Fees.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Will Krasnow, the PB unanimously voted to adjourn at 10:10 PM.

Next meetings: **Wednesday, March 30, 2016 at 7 PM** – Special Meeting
 Robert Thornton Conference Room (Room 24) of Town Hall
Wednesday, April 20, 2016 at 7 PM – Regular Meeting
 Robert Thornton Conference Room (Room 24) of Town Hall