

**Norwood Personnel Board
Regular Meeting - Minutes
March 30, 2016**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, March 30, 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
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, Human Resources Director
William G. Brooks III, Chief-Police Department
Thomas McQuaid, Town Clerk & Accountant
Marylou Folan, Assistant Town Clerk

Absent

NONE

1. Meeting Minutes

- a. March 16, 2016 – Regular Meeting
 - i. Section 2.a.i - delete “See” and add “was included in meeting packet” at the end of the sentence.
 - ii. Section 5.a.v should be labeled 5.a.ii.
 - iii. Sections 4.c.i, 4.c.ii, 5.a.i, 5.a.ii, 6.a.i, 6.a.ii, and 6.b all need periods at the end of the sentence.

On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously approved the meeting minutes as corrected.

2. 7:15 PM – TC&A Reclassification Reviews

- a. HR Director Pizzi provided the requested supplemental data from comparable communities.
- b. Clerks are typical for a Clerks office, except for volume due to Norwood Hospital being a birthing hospital.
- c. Tom feels Marylou is essentially the Town Clerk and handles >95% of the duties and responsibilities.
- d. All Clerical positions are cross-trained.
- e. Anne Haley would like to see 2 years of education included in the position description.
- f. Marylou handles the department cash per the updated policy approved by the Board of Selectmen. Accounting personnel handles the accounting of the cash received.

After considerable discussion, the PB agreed to have Tom McQuaid update the existing position descriptions for the PB to rerate. Tom provided alternative position descriptions that he then marked-up. The PB wants to follow the process outlined in their Operating Manual, where the current position description is marked-up by the Department Head and reviewed by the PB. If the PB votes that the position duties and responsibilities have significantly changed then they will rerate using the current manual.

Chairman Hajjar will verbally discuss with Mr. McQuaid, as well as send him a letter.

3. 7:55 PM - NPD Deputy Chief Classification

- a. NPD Chief Brooks was present to review the proposed Classification request to create a Deputy Chief position.
- b. The required Appointing Authority approval letter was submitted by Town Manager John Carroll.
- c. There are currently 5 Lieutenants in the Police Department. Going forward, there will be 4 Lieutenants and 1 Deputy Chief. The Lieutenants will report to the Deputy Chief and the Deputy Chief will report to the Chief.
- d. The PB reviewed the drafted position description with Ms. Pizzi and Chief Brooks. Several changes were requested. Chief Brooks and Ms. Pizzi will submit a finalized position to the PB for approval.
- e. Chief Brooks also outlined the selection process to be used for the position to be filled, which shall include both John Carroll as the Appointing Authority and Michelle Pizzi, HR Director.
- f. After considerable discussion the PB agreed that the internal comparison was more important than the external comparison. Specifically, the issue related to the Deputy Fire Chief.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to rate the Deputy Police Chief position at Grade M17, which shall become effective upon submission and approval of the Deputy Police Chief position description by the PB.

Chairman Hajjar shall send the appropriate letter to Chief Brooks, Town Manager John Carroll as the appointing authority, the Board of Selectmen, the Finance Commission and the Town Clerk & Accountant.

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 10:25 PM.

Next meetings: **Wednesday, May 18, 2016 at 7 PM** – Special Meeting
Robert Thornton Conference Room (Room 24) of Town Hall
Wednesday, June 15, 2016 at 7 PM – Regular Meeting
Robert Thornton Conference Room (Room 24) of Town Hall