

**Norwood Personnel Board
Regular Meeting - Minutes
April 27, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, April 27, 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
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

NONE

Absent

Willard (Will) Krasnow

1. Meeting Minutes

- a. March 30, 2016 – Special Meeting

No corrections submitted.

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

2. Reports/General Correspondence

- a. A copy of the March 31, 2016 PB letter to NPD Chief Brooks approving the NPD Deputy Chief Classification Request at grade M17 pending submission of a final position description was distributed and filed for record purposes.
- b. A copy of the April 2, 2016 PB letter to Town Clerk & Accountant, Thomas McQuaid, requesting a follow-up meeting regarding his 3 Reclassification Requests was distributed and filed for record purposes.
- c. A copy of the April 4, 2016 PB letter to the Board of Selectmen recommending a charter change to split the Town Clerk and Accountant positions was distributed and filed for record purposes.
- d. A copy of the March 31, 2016 letter to Light Superintendent, James Collins, indicating his Reclass request submission for a Sr. Head Clerk is really a Classification Request was distributed and filed for record purposes. The PB requested the correct form be submitted and updates to the drafted position description be submitted.
- e. A copy of the monthly Activity Report through March 2016 was distributed and filed for record purposes.

3. Classification/Reclassification Status

- a. TC&A Office Reclassifications (3) - HR Director Pizzi is making final modifications to the marked-up position descriptions submitted by Tom McQuaid before submitting to the PB. These will be the first Reclassifications to be dealt with next meeting.
- b. Light Department Classification (1) – the PB sent a letter to James Collins asking for updated information and to use the appropriate Classification form to resubmit to the PB for review. HR Director Pizzi should follow up with Mr. Collins.

- c. Assessor's Office (1) – the PB agreed to invite Department Head Tim McDonough to the May 18th meeting for a hearing to discuss the Reclassification submission. Chairman Hajjar will send out the appropriate letter.
- d. General Manager's Office (1) - the PB agreed to invite Asst. General Manager Bernie Cooper to the June 15th meeting for a hearing to discuss the Reclassification submission. Chairman Hajjar will send out the appropriate letter.

4. Unfinished Business

- a. Document #D-115 – Performance Agreement Template – need update from HR Director Pizzi for final PB approval.
- b. Employee Performance Objectives Guideline – no movement on this document.
- c. St. Catherine's/ToN Hourly Nurse Position – PB members to provide feedback on draft document provided by Kevin Bresnahan of Town Counsel's Office.
- d. State approval of submitted CORI Check and Fingerprint Policy for Non-employees – DCJIS has approved what was submitted. Waiting for State Police approval. Additional information was requested, unrelated to the actual policy wording.
- e. Business Continuity Planning – no movement on this document.

5. Policies

- a. An updated policy list was distributed to each member. There are 4 policies remaining to be completed.
 - i. Social Media Policy [#P-410] – waiting for feedback from Sarah Catignani of Town Counsel's Office.
 - ii. Sick Leave Policy [#P-304] – need to have a discussion with Ms. Pizzi concerning next steps and follow-up with Towns that have changed from a sick leave days to an insurance policy.
 - iii. Injury Leave of Absence Policy [#P-306] – to be developed.
 - iv. Worker's Comp and Safety Policy [#P-408] – to be developed.

6. New Business

- a. Replacement for Anne Haley – PB members agreed to send a letter to their Appointing Authority requesting that Anne's replacement have the necessary experience to keep the balance.

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 8:00 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