

**Norwood Personnel Board
Regular Meeting
September 27, 2016**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Tuesday, September 27, 2016 in the Thornton Conference Room (Room 24), located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Patterson (Pat) Riley, vice-chair
Willard (Will) Krasnow
John(Jack) E. Taylor

Other Attendees:

Timothy McDonough
Donna Donnelly
Thomas Maloney, BOS Representative

Absent

Gregg Giambanco

1. Meeting Minutes

- a. August 17, 2016 – Regular 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. 7:15 PM Timothy McDonough and Donna Donnelly – Reclassification Request

- a. Mr. McDonough went through his rationale for his request, which primarily dealt with being comparable with the ZBA and Planning Board, both which have had reclassifications to Sr. Admin Grade C7.
- b. Until 1993 the Assessor's Office had 4 employees, now have 3 employees.
- c. Donna does fill-in as in-charge when Mr. McDonough and Asst. Dept. Head are absent.
- d. Mr. McDonough believes CPA will have significant impact on workload for this position and his office.
- e. Mr. McDonough feels the comparable towns used in 20012 are not right for today.
- f. Chairman Hajjar indicated that for a Reclassification to move forward the PB must vote that the duties and responsibilities of the current position much have changed significantly. And if not, the Reclassification Request cannot come before the PB for 2 consecutive fiscal years.
- g. Mr. McDonough withdrew the Reclassification Request without prejudice and will refile after November's vote on the CPA question. Even if the CPA question is defeated, Mr. McDonough indicated he will refile.

On a motion by Will Krasnow and seconded by Jack Taylor, the PB unanimously accepted the withdrawal request without prejudice.

Ms. Pizzi will be asked by Chairman Hajjar to review the FTE's of comparable Towns to complete the survey sheet provided to the PB.

3. Reports/General Correspondence

- a. Copy of 8/19 letter to Thomas McQuaid, Town Clerk and Accountant, and others, clarifying the decision of the PB with regards to the Step Date for employees who are granted a Reclassification request.
- b. Copy of 8/23 letter to BOS Chairman Howard and FinCom Chairman Greeley about updates made to the PB Operating Policies & Procedures with respect to lost wages and decision appeals of the PB.
- c. Monthly Activity Report through August 2016.

4. Policies

- a. Social Media Policy [#P-410]
 - i. Latest version distributed.
 - ii. Hearing scheduled for October 19, 2016.
- b. Sick Leave Policy [#P-304]
 - i. Latest version distributed.
 - ii. Chairman Hajjar will ask Ms. Pizzi, HR Director, for Town CBA data regarding cap and pay-out methodology.
 - iii. Hearing scheduled for October 19, 2016.
- c. Injury Leave of Absence Policy [#P-306] – to be developed (2017).
- d. Worker’s Comp and Safety Policy [#P-408] – to be developed (2017).
- e. Unpaid Leave Policy [#P-311]
 - i. Latest version distributed.
 - ii. Hearing scheduled for October 19, 2016.
- a. Public Records Law Changes.
 - i. Policy changes needed – to be reviewed at a later date.
 - ii. Hearing date tentatively scheduled for November 16, 2016.

5. Unfinished Business

- a. Document #D-115 – Performance Agreement Template – no action taken.
- b. Employee Performance Objectives Guideline – no action taken.
- c. MHTL Client Alert – FLSA Exempt Test Changes – to be discussion at a later meeting.
 - i. May 2016 MHTL Client Alert
 - ii. Changes needed to Appendix A
- d. Comparable Town Lists – waiting for feedback from 3 groups.
 - i. General Government – Gregg Giambanco is going through state data and will provide analysis and recommendations for discussion purposes next meeting.
 - ii. Library – Chairman Hajjar to send follow-up letter to Library Trustees requesting their input/recommendations on comparable Libraries to the Town of Norwood.
 - iii. Light Department – Michelle has letter.
- e. FY17 Org Charts. – no yet started
- f. Bernie Cooper Reclassification Request
 - i. Missing support letter from Town Manager John Carroll
 - ii. Need Workers Compensation Data requested from Bernie
 - iii. Proposed Position Description updates from Bernie
- g. Employee Benefit Value Document - last update was 5 years ago (FY11)

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 8:55 PM.

Next meetings: **Wednesday, October 19, 2016 at 7 PM** – Regular Meeting w/hearings
Robert Thornton Conference Room (Room 24) of Town Hall
Wednesday, November 16, 2016 at 7 PM – Regular Meeting w/hearings
Robert Thornton Conference Room (Room 24) of Town Hall