

Town of Needham
Minutes of Personnel Board Meeting
July 16, 2007

Present: Mr. John Dennis, Chair, Ms. Patty Forde, Assistant Chair, Mr. Joseph Herlihy, Mr. Christopher T. Coleman, Assistant Town Manager/Personnel Director and Ms. Betsy Spiro, Recording Secretary

Convene: 6:30 p.m., Needham Free Public Library (Trustees Room)

Current Business: Mr. Coleman discussed in detail a new position being created to assist the Director of Construction and Renovation. This position will be titled Project Manager, Construction and Renovation. Based on the job description the position will be rated at an M1 although there is some flexibility in the recruitment and retention policy that could be used to increase the M1 rating, if necessary. This position will be advertised on line, in local papers as well as the Boston newspapers. Mr. Dennis questioned the long-term necessity for this position. Mr. Coleman explained with the amount of construction in progress and being contemplated over the next years for the Town, this position is a viable, permanent position. Ms. Patty Forde made a motion to concur with support of this position to be ranked at M1 and titled Program Manager, Construction and Renovation. This motion was seconded by Mr. Joseph Herlihy and the motion was unanimously passed by the Board.

Mr. Coleman announced that an MIS Director has been chosen. There were 30 applicants for the position, 8 chosen in the first round and then after a group of interviews 4 were recommended. Mr. Roger Macdonald was chosen as Director, MIS and began July 16, 2007. A new Lieutenant was hired by the Police Department and he began on July 1, 2007.

Collective bargaining with the DPW expired on June 30, 2007 and negotiations will begin later this month.

The minutes of the April 23, 2007 meeting were reviewed. Mr. Joseph Herlihy made a motion to approve the minutes as amended and Ms. Patty Forde seconded this motion and the motion was unanimously passed by the Board.

The meeting dates and location for the FY08 Personnel Board Meetings were agreed upon with the exception of January, 2008 which will be determined at a later date.

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Attention was turned to the Review of Updated Personnel Policies for the Town of Needham by Topic Area and Number. Because the material was delivered late, the Board chose to review it and discuss it at the next Personnel Board Meeting.

Next Meeting: The next meeting of the Personnel Board has been scheduled for August 20, 2007 at the Needham Free Public Library

Convene: At 8:00 p.m a motion was made by Mr. Joseph Herlihy and seconded by Ms. Patty Forde to adjourn and this motion was unanimously passed by the Board.

Notes submitted by Ms. Betsy Spiro