

Town of Needham
Minutes of Personnel Board Meeting
August 20, 2007

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

Convene: 6:30 p.m., Needham Free Public Library

Current Business: It was decided that discussion of the updated Personnel Policies for the Town will be covered at the September 17, 2007 meeting. Personnel Policies #102 and 104 are still being worked on.

The Town has begun negotiations for a successor agreement with the NIPEA. Mr. Coleman posed the question to the Board regarding whether there is more that the Board can do in regard to the Town Stat Project.

Mr. Coleman mentioned that there is a good chance that certain public facilities will be relocated to the DPW area.

September 17, 2007 is the projected date for the new on line website to be operable. Applications for job postings will be one of the new features on this website with hopes that healthcare providers will be able to come up with a way that their forms can also be done on line on this website.

Currently the School Department is doing a staffing study.

The project manager search, which ended on August 17, 2007 netted 51 resumes. The position offered a competitive salary rate and Mr. Coleman is now reviewing the resumes. The Assistant Town engineer and Assistant Park and Forestry Superintendent position have recently become available.

The Town will be providing training on the subject of conflict of interest and diversity . Mr. Coleman provided an update on how the Ridge Hill Project was progressing.

Next Meeting: The next meeting of the Personnel Board has been scheduled for September 17, 2007.

Convene: At 7:45 p.m. a motion was made by Ms. Vivian Hsu and seconded by Mr. Joseph Herlihy to adjourn and this motion was unanimously passed by the Board.

Notes submitted by Ms. Betsy Spiro

