

Town of Needham
Minutes of Personnel Board Meeting
October 15, 2007

Present: Mr. John Dennis, Chair, Ms. Patty Forde, Assistant Chair, Mr. Rick Lunetta, Ms. Vivian Hsu, Mr. Christopher Coleman, Assistant Town Manager/Personnel Director and Ms. Betsy Spiro, Recording Secretary

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

Current Business: The Board continues to review and update Personnel Policies. Specifically at this meeting, Personnel Policy #310, Vacation Policy and Personnel Policy #510, Travel Expense Reimbursement were reviewed. In regard to Personnel Policy #310, Vacation Policy, after review of content and wording, Ms. Vivian Hsu moved to approve this Policy and Ms. Patty Forde seconded this motion, which was then unanimously passed by the Board. In regard to Personnel Policy #510, Travel Expense Reimbursement, after review of content and wording, Mr. Richard Lunetta moved to approve Policy #510, Travel Expense Reimbursement and Ms. Patty Forde, seconded this motion, which was then unanimously passed by the Board.

Next on the agenda was position classification for Children's Librarian. This is a not a new position. It has been part-time position, but full-time status is now being requested. Using the criteria of knowledge, experience, independent action, supervisory responsibilities and physical elements and noting that the position is identical to the Reference Librarian/AV specialist position, it was decided to grade this position as a Grade NR-3. After review, Ms. Vivian Hsu moved to support the Town's adoption of this position of Children's Librarian as a regular full-time position with the Classification of NR-3. Mr. Rick Lunetta seconded this motion and it was unanimously passed by the Board.

Attention was then turned to the Personnel Board FY09 Budget. After discussion, it was decided that it will remain the same as the FY08 budget. The Personnel Board has several objectives for FY2009 and beyond: To conduct a classification study in accordance with the practice of the Town Manager Charter, continue to review and adjust employee grievances when necessary, continue to review/comment on personnel policies and practice to remain current in the field of human resources and consistent with the Charter, state and federal laws and continue to examine position classifications where necessary to ensure operations remain current and best suited to the needs of the Town. Ms. Patty Forde moved to approve the FY09 Budget as presented and this was seconded by Mr. Rick Lunetta and approved unanimously by the Board.

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Mr. Coleman then gave the Board an update on the collective bargaining negotiations with the DPW.

The January 2008 meeting date was discussed and the date of **Tuesday**, January 22, 2008 was agreed upon.

Mr. Coleman outlined the plans for the Town of Needham visit of Astronaut Suni Williams on Saturday, October 27, 2007.

A brief discussion was held regarding the possible formation of a Community Development Department.

Mr. Coleman alerted the Board to the new website available at www.needhamma.gov and its' many features.

Mr. Coleman remarked briefly on an upcoming grievance hearing that is scheduled to be heard at the November 19, 2007 meeting.

Next Meeting: The next meeting of the Personnel Board has been scheduled for November 19, 2007 at the Needham Free Public Library

Convene: At 7:45 p.m. Ms. Vivian Hsu made a motion to adjourn and this motion was seconded by Ms. Patty Forde and approved unanimously by the Board.

Notes submitted by Ms. Betsy Spiro