

Town of Needham
Minutes of Personnel Board Meeting
December 17, 2007

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

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

New Business: The Board reviewed Schedule C (Rate schedule for part-time and seasonal positions). Mentioned was the fact that the new minimum wage will increase to \$8 as of 1/1/2008. After discussion, Ms. Vivian Hsu moved to approve Schedule C effective 1/1/2008 and this motion was seconded by Mr. Rick Lunetta and unanimously passed by the Board.

The board then reviewed the Draft of the Annual Report to be presented to the Finance Committee. After review, Ms. Vivian Hsu made a motion to approve the report with one modification and this motion was seconded by Mr. Rick Lunetta and unanimously passed by the Board.

A discussion regarding the creation of a new position, which would be entitled Personnel Director was begun. The creation of this position would restore the position of Personnel Director, which was eliminated in 1998 with the creation of the Assistant Town Administrator position. Mr. Coleman explained in detail the differences in the position of Personnel Director then and what would be required now 10 years later. Both Mr. Rick Lunetta and Ms. Vivian Hsu had numerous observations and questions. After much discussion, it was decided to obtain the opinions of all the Personnel Board members and a follow up meeting was scheduled for January 2, 2008.

Minutes: The minutes of October 15, 2007 were reviewed. Mr. Rick Lunetta made a motion to approve the minutes of October 15, 2007 and Ms. Vivian Hsu seconded this motion and it was unanimously passed by the Board. The minutes of November 19, 2007 were reviewed. Ms. Vivian Hsu made a motion to accept the minutes of November 19, 2007 after modification and Mr. Rick Lunetta seconded this motion and it was unanimously passed by the Board.

Adjourn: At 9:00 p.m. Ms. Vivian Hsu made a motion to adjourn and Mr. Rick Lunetta seconded this motion and it was unanimously passed by the Board.