

**Town of Needham
Minutes of Personnel Board Meeting
September 17, 2007**

Present: Ms. Patty Forde, Assistant Chair, Mr. Joseph Herlihy, 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: A Review/Update of Personnel Policies beginning with Policy Number 100 which is new and defines the commonly used words and phrases and their meanings in the policies pursuant to the Town Charter. Mr. Herlihy asked for an explanation of Town Manager/Designee. The Town Manager could designate a particular position or person to act on his/her behalf. Mr. Coleman also stated that the new website will list the policies which are being worked on. He also described a reverse 911 system to be in place in the near future for certain Town emergencies. Ms. Vivian Hsu asked that the word permanent be changed to regular in the definition of full-time employment and part-time employment in Policy 100. This change was duly noted by Mr. Coleman.

Policy 101 was reviewed and approved for content and wording as was Policy 102 with two revisions reflecting polygraph and deleting all such materials, excluding the self-identification form, that will be kept in the employee's official personnel file. Policy 103 was reviewed and approved for content except for eliminating the words racetracks in 5.1.3. Policy 104, 106, 107, 301 and 304 were reviewed and approved for content and wording. Policy 305 was reviewed with changes in 5.1.1 and 5.1.4. Policy 311 was reviewed and approved for content and wording.

Mr. Coleman brought the Board up to date on the Collective Bargaining in process with the DPW.

Mr. Rick Lunetta who was Chairman of the Fire Staffing Committee discussed in depth the recent study and its report and recommendations.

Next Meeting: The next meeting of the Personnel Board has been scheduled for October 15, 2007.

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

Notes submitted by Ms. Betsy Spiro