

Town of Needham
Minutes of Personnel Board Meeting
March 17, 2008

Present: Mr. John Dennis, Chair, 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: The first order of business was an update on the FY2009 budget, which will include the recommendation of funds for the new Human Resource Director at the May 2008 Annual Town Meeting. This update was followed by discussion of the Elected Officials and Town Clerk's official salary for FY2009, which will be presented as a Warrant Article at Town Meeting. The Board examined the projected figures and Ms. Vivian Hsu then moved to approve compensation as proposed for Town Clerk and Ms. Patty Forde seconded this motion and it was approved unanimously by the Board.

A discussion on Reclassification of the position of Director of Facility Operations was begun. The reclassification would be from a M4 to a M3. It was mentioned that the Olney Study had recommended this reclassification in its 5/9/05 study. Mr. Rick Lunetta then moved to approve the reclassification and job description as presented by the Olney Study and Mr. Coleman from a M4 to a M3 rating and this motion was seconded by Ms. Patty Forde and approved unanimously by the Board.

A new position entitled Administrative Analyst was presented to the Board. Numerous questions were raised on the core basic knowledge and experience of this position as currently stated. It was decided that the basic requirements of the job description as well as the level of experience be expanded to include analytical skills and prior supervisory skills. Ms. Vivian Hsu moved to accept the position description with changes as noted and be classified as NR-3. This motion was seconded by Mr. Joseph Herlihy and approved unanimously by the Board.

The position of Animal Control Officer was then discussed and Mr. Coleman explained to the Board the responsibilities that go along with this position. Mr. Joseph Herlihy then moved to accept the job description as presented at a NR-2 rating and this motion was seconded by Mr. Lunetta and approved unanimously by the Board.

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Mr. Coleman then discussed the Sick Leave Buy Back program and how best to implement it. The program will be the subject of future discussion when completely formulated.

Minutes: The minutes of September 17, 2007 were reviewed. Ms. Patty Forde made a motion to approve the minutes of September 17, 2007 and Mr. Joseph Herlihy seconded this motion. The minutes of December 17, 2007 were reviewed. Ms. Vivian Hsu made a motion to approve the minutes of December 17, 2007 and Mr. Rick Lunetta seconded this motion. The minutes of January 2, 2008 were reviewed. Mr. Rick Lunetta made a motion to approve the minutes of January 2, 2008 and Mr. Joseph Herlihy seconded this motion.

Future Meetings: Future meeting dates for 2008 and 2009 were discussed with the third Monday of each month, whenever possible, to be the designated meeting dates and the Needham Free Public Library as the designated meeting place, whenever possible.

Adjourn: At 8:30 p.m., Ms. Patty Forde moved to adjourn the meeting and Mr. Joseph Herlihy seconded this motion and it was unanimously approved by the Board.
Meeting Notes Submitted by Ms. Betsy Spiro