

Town of Needham
Minutes of Personnel Board Meeting
April 14, 2008

Present: Mr. John Dennis, Chair, Ms. Patty Forde, Assistant Chair, Mr. Rick Lunetta, 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: Mr. Coleman gave the Board a job recruitment update. There are currently 10 vacancies in various departments in the Town. Mr. Coleman is looking over the different job descriptions to see if certain modifications might make them more appealing to those looking for employment.

The elimination of Non-occupational buy back for non-represented employees effective April 1, 2008 was discussed in detail. Mr. Coleman and Mr. David Davison Assistant Town Manager/Finance Director have been working with representatives who deal with 401(a) plans trying to find the one that will work for existing managers and in the best interest of the Town. Ms. Patty Forde then made a motion to accept the non-occupational sick leave buy back policy with the changes as discussed. Mr. Rick Lunetta seconded this motion and it was approved unanimously by the Board.

The Board then discussed the Employer Contribution Deferred Compensation Plan. After a thorough examination and discussion of the policy, Mr. Rick Lunetta moved to accept the policy with changes as discussed and Ms. Patty Forde seconded this motion and it was approved unanimously by the Board.

Minutes: The minutes of the March 17, 2008 were reviewed. Ms. Patty Forde moved to approve the minutes with some minor changes and Mr. Rick Lunetta seconded this motion and it was approved unanimously by the Board.

Next Meeting: Mr. Coleman expressed a desire to schedule a tentative meeting to be held May 5, 2008 at 6:30 p.m. at the Newman School, if this meeting is found to be necessary prior to the Town Meeting.

Adjourn: At 8:30 p.m. Mr. Rick Lunetta made a motion to adjourn and this motion was seconded by Ms. Patty Forde.

Meeting notes submitted by Ms. Betsy Spiro