

**Norwood Personnel Board
Regular Meeting Minutes
February 18, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:10 PM on February 18, 2009 in the Drummy Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice Chair
Willard Krasnow
Patterson Riley
John Taylor

Other Attendees:

Bernie Cooper (Asst. General Manager)
Mark Ryan (DPW and Engineering Director)

1. Dispatcher Issues

After a brief discussion, a motion was made by Anne Haley and seconded by Will Krasnow, the Board voted that Chairman Hajjar and Vice-chair Haley would meet with members of the Board of Selectmen, Town Manager John Carroll, Town Counsel Mike Lehane

2. DPW & Engineering Position Description

The Personnel Board met with Mark Ryan and Bernie Cooper to review the latest Position Description draft for the new Director of Public Works and Engineering classification request. Chairman Hajjar reviewed the classification process to be sure all parties understood how it worked and who was involved and notified.

Both Bernie and Mark provided minor comments. After additional proposed modifications we agreed to by all Board members, the Board unanimously approved a final position description.

The Board went thru the rating manual and reviewed the very limited comparable Town data and non-comparable Town data. Based on the rating score of 670 and information available, the Board agreed upon Grade was M19. After further discussion the Board agreed to send a letter to Mark Ryan, John Carroll, the Board of Selectmen, and Finance Commission indicating Grade M19. The exact step to be assigned will be reviewed with John Carroll first. Chairman Hajjar will write-up and send out the letter.

3. Vacation Policy

The Board spent time reviewing the latest draft of the Vacation Policy. After making additional modifications, the Board agreed to send this updated draft to all Town parties for comment. The Board also voted to hold a public hearing on the Vacation Policy on Wednesday, March 18, 2009 at 7:15 PM in the FinCom Room of Town Hall. The HR Department will be asked to post the appropriate notice.

Chairman Hajjar will update the policy and forward to all appropriate Appointing Authorities, Boards, and Commissions.

On a motion made by Patterson Riley and seconded by Will Krasnow, the meeting adjourned at 9:45 PM.

Next meetings:

Wednesday, March 18, 2009 6:30 PM – Dinner [Jack Taylor]
7:00 PM – Meeting
7:15 PM – Public Hearing

Wednesday, April 15, 2009 6:30 PM – Dinner [Will Krasnow]
7:00 PM – Meeting
7:15 PM – Public Hearing