

**Norwood Personnel Board
Regular Meeting Minutes
January 20, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:20 PM on Wednesday, January 20, 2010 in the Drummy Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Will Krasnow
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

1. 12/16/09 Meeting Minutes

Members reviewed the submitted draft minutes from the regular meeting held on Wednesday, December 16, 2009. The following corrections were made:

- A. #3A – 1st sentence – change “Vic” to “Vice”
- B. #4Aiii – 1st line - add “Haley” after Anne.

On a motion by Jack Taylor and seconded by Anne Haley, the Personnel Board unanimously voted to accept the 12/16/09 meeting minutes as corrected.

2. Position Description Evaluation Hearing

A. Civilian Police Dispatcher

- i. Chairman Hajjar updated the PB concerning the situation regarding the scheduled job observance of the Fire Dispatchers. Due to potential labor issues, Chief Howard requested that the PB cancel the scheduled 1/19/10 job observance, which we did.
- ii. Chairman Hajjar requested the PB go into executive session to discuss the potential labor impact of the PB rating decision. On a motion by Anne Haley and seconded by Jack Taylor, the Personnel Board unanimously voted to go into executive session. Each member was polled and agreed to the reason and voted yes. The Personnel Board came out of executive session at 8:40 PM.

B. Members agreed with the proposed action to complete a rating exercise for 5 random position descriptions, which will be selected by Michelle Pizzi. The special meeting date has been set for Thursday, February 4, 2010 at 7 PM in Town Hall. The objective is to rate the 5 position descriptions as they are written today to see if we concur with the grade assigned by HRS. We will determine later what to do with the Computer Assistant position description.

3. Vehicle Stipends

Members reviewed the final town survey data and agreed upon a letter to be sent to both the BOS and FinCom outlining our findings and requesting feedback on our 2 proposed options. On a motion by Will Krasnow and seconded by Anne Haley, the PB unanimously approved Chairman Hajjar sending the letter and survey data out.

