

**Norwood Personnel Board
Regular Meeting Minutes
February 17, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, February 17, 2010 in the Drummey Room of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

1. 02/04/10 Meeting Minutes

Members will review the 2/4/10 meeting minutes next month

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.

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.

4. Policy Development

A. Policy #P-303 – Americans with Disabilities Act Policy

Members received and reviewed 2 documents related to ADA:

- i. ADA Grievance Procedures documents
 - a. Kathy Murphy of MHTL provided a final draft of the ADA Grievance Procedures document. This document is an updated version of the adopted 1992 BOS document and must be re-approved by the current BOS. Once approved, this document will be used as ***Attachment A*** to the PB's new ADA policy.

