

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

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:17 PM on Wednesday, March 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:

John Carroll, General Manager
Mark Chubet, Building Inspector
Bart King, Police Chief
Paul Starratt, Asst. Build. Insp.
Sigalle Reiss, Health Director

1. Public Hearing Opened at 7:17 PM

Chairman Hajjar opened up the public hearing by indicating that proper notice had been given to the appropriate parties through letters dated February 18, 2010.

A. Policy #407 – Workplace Violence Prevention Policy

- i. Acknowledgement Form – need Town Counsel’s update (Kathy Murphy of MHTL).
- ii. Need clarification on Applicability – David to talk with Kathy Murphy
- iii. The definition of Acts or Threats of Violence – the PB liked it’s own wording
- iv. Section 4.2 – Need clarification from Kathy Murphy to address Bart’s concern
- v. Section 5.4 – Bart would like clearer language – If there is an actual threat. Police should not be called for every threat [if facts are known]. Bart would also like HR or GM to work with Managers to resolve 1st.
- vi. Section 5.5 – Bart indicated that the PD will only decide whether criminal act or not. If not, management should resolve.
- vii. There is a new Harassment law going into effect on 5/11/10. David to discuss with Kathy Murphy.
- viii. The PB also wants to include language regarding restraining orders.

B. Policy #405 – Vehicle Use Policy

Chairman Hajjar submitted 7 letters received from individuals currently receiving stipends.

The PB was focusing their review on Section 4.3 - Stipends

- i. Several “Other Attendees” spoke out in favor of the current stipend policy. John Carroll indicated this was a matter of inconvenience to the employee by having a family vehicle away from the family. Mark Chubet indicated that there is an unofficial review of mileage to make sure the stipend is correct. Sigalle Reiss indicated that she has an employee tracking her mileage for 1 year to help determine the stipend amount and it is a lot of work.

