

**Norwood Personnel Board  
Regular Meeting Minutes  
May 27, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Thursday, May 27, 2010 in the Human Resources Office of Town Hall by David Hajjar, Chairman.

Present:  
David Hajjar, Chairman  
Patterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:  
Michelle Pizzi, HR Director

Absent:  
Anne Haley, Vice-chair  
Willard (Will) Krasnow

**1. Election of Positions**

The first order of business was to elect a Chairman and Vice-chair of the board for the year May 2010 thru April 2011.

A. Chairman

On a motion by Pat Riley and seconded by Jack Taylor, David Hajjar was unanimously elected as Chairman.

B. Vice-chair

On a motion by Jack Taylor and seconded by Pat Riley, Anne Haley was unanimously elected as Vice-chair.

**2. Town Counsel Legal Opinion**

As previously indicated, Chairman Hajjar had a meeting with Town Counsel, Mike Lehane of MHTL on April 15<sup>th</sup> to review the issue of Personnel Board classification ratings and its impact on collective bargaining. A letter from attorney Lehane dated April 27, 2010 was received, distributed, reviewed, and is attached for everyone's record.

**3. Goals and Objectives for 2010**

A. Work with a consultant in updating all Position Descriptions.

B. Policy Prioritization

- i. Temporary/Seasonal Employment Policy (#P-103) – NEW
- ii. Vehicle Use Policy (#P-405) [stipend issue] – UPDATE
- iii. Vacation Policy (#P-302) – NEW
- iv. Professional Conduct Policy (#P-406) – NEW
- v. Workplace Violence Prevention Policy (#P-407) – NEW
- vi. FMLA Policy (#P-301) – UPDATE
- vii. Military Leave Policy (#P-305) – NEW
- viii. Workplace Tobacco Prevention Policy (#P-410) – NEW
- ix. Personnel Records Policy (#P-402) – UPDATE

