

**Norwood Personnel Board  
Regular Meeting Minutes  
March 16, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:20 PM on Wednesday, March 16, 2011 in the FinCom Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman  
Willard (Will) Krasnow  
Paterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Anne Haley, Vice-chair

**1. Meeting Minutes**

February 16, 2010

There were zero corrections submitted for the February draft meeting minutes

On a motion by Pat Riley and seconded by Jack Taylor, the February 16, 2011 meeting minutes were unanimously approved as submitted.

**2. 7:15 PM Public Hearing – Professional Conduct Policy #406**

A. Chairman Hajjar opened the advertized and scheduled hearing at 7:15 PM in the Ryan Commission Conference Room. The PB was holding the public hearing to obtain feedback on this new policy.

- i. There was no public presence to offer any comments on the draft policy.
- ii. Several proposed changes were identified by PB members.
- iii. Chairman Hajjar will put them all in the next draft and ask Town Counsel to make a final review.

B. There being no further business, Chairman Hajjar closed the hearing at 7:45 PM.

**3. 7:50 PM Public Hearing – Personnel Records Policy #402**

A. Chairman Hajjar opened the advertized and scheduled hearing at 7:50M in the Ryan Commission Conference Room. The PB was holding the public hearing to obtain feedback on proposed changes to the existing Personnel Records Policy.

- i. There was no public presence to offer any comments on the draft policy.
- ii. Several proposed changes were identified by Michelle Pizzi and Town Counsel to be in compliance with updated M.G.L Chapter 149, Section 52C.
- iii. Chairman Hajjar will put them all in the next draft and present at the next PB meeting for approval.

B. There being no further business, Chairman Hajjar closed the hearing at 8:25 PM.

**4. Payroll Supervisor – Reclass Request**

- A. Chairman Hajjar reviewed his findings from the job observation completed on March 14<sup>th</sup>. PB member Anne Haley will have to give her report at the next meeting. She also conducted a job observation on March 14<sup>th</sup>.
  
- B. The PB agreed to finalize a new Position Description and then rate it in accordance with our standard practice.

On a motion by Will Krasnow and seconded by Jack Taylor, the PB unanimously voted to adjourn at 9:05 PM.

**Next meetings:**            Wednesday, April 16, 2011  
   Wednesday, May 18, 2011