

**Norwood Personnel Board
Regular Meeting Minutes
September 22, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Thursday, September 22, 2011 in the Drummey Conference Room located on the 1st floor of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Paterson (Pat) Riley
John Taylor (Jack)

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Willard (Will) Krasnow

1. Meeting Minutes

A. June 15, 2011

All items in the meeting minutes were fine with the exception of Section 3. Chairman Hajjar was asked to revise to simplify the wording. 3.A.iii – change “heir” to “their” in the sentence.

2. Policy Reviews

A. Professional Conduct Policy

- i. Chairman Hajjar provided the latest clean version, as reviewed and approved by Town Counsel.
- ii. The policy encompasses a “code of conduct”.
- iii. On a motion by Pat Riley and seconded by Jack Taylor, the Professional Conduct Policy was unanimously adopted.
- iv. Chairman Hajjar will send out to Boards and Department Heads. Michelle Pizzi and John Carroll will deal with the represented employees.

B. Vacation Policy – Chairman Hajjar will distribute a draft at next meeting.

C. Seasonal/Temporary Employment – Anne Haley needs the Rec. Dept. rate sheets.

3. Correspondence

A. Sanitarian Position [see PB letter dated 9/7/11]

- i. Identified candidate did not take the position, even at a Step 4 offer of Grade N10. The cut in pay from her current position was to great.
- ii. BOH is back to the drawing board, working with Michelle.

B. DPW Water Craftsman [see PB letter dated 9/21/11]

- i. This is a tough position to fill due to license issue, which can only be earned by doing the job.
- ii. An offer was made at Step 4 of Grade W7

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 8:15 PM.

Next meetings: Wednesday, October 26, 2011
 Wednesday, November 16, 2011