

**Norwood Personnel Board  
Regular Meeting Minutes  
January 18, 2012**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, January 18, 2012 in the Finance Commission Conference Room located in Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

Absent:

NONE

**1. Meeting Minutes from November 22, 2011**

There was one correction noted – Pat’s first name needed 2 t’s.

On a motion by Will Krasnow and seconded by Pat Riley, the updated/corrected minutes for October 26, 2011 were accepted/approved with Anne abstaining.

**2. Public Hearing**

- A. Chairman Hajjar opened the advertized public hearing regarding the proposed new Seasonal/Temporary Employment Policy at 7:10 PM in the Finance Commission Room. The PB was holding the hearing to obtain public feedback on the proposed new policy.
- B. Chairman Hajjar entered into the record comments submitted by Sigalle Reiss, Director, Board of Health, which were discussed by the Personnel Board.
- C. Chairman Hajjar entered into the record comments submitted by Bernie Cooper, Assistant Town Manager, on behalf of other departments, which were discussed by the Personnel Board.
- D. Michelle Pizzi, HR Director, submitted a written response concerning pre-employment exams, which was entered into the record and discussed by the Personnel Board.
- E. Policy Input from PB Members
  - i. Added Section 1.3 to reference the Town’s Acting Assignment Policy.
  - ii. Section 3.2 – research on any state or federal time limits regarding employment will be completed.

