

**Norwood Personnel Board  
Special Meeting - Minutes  
May 9, 2012**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:25 PM on Wednesday, May 9, 2012 in the FinCom Conference Room, located on the 1<sup>st</sup> floor of 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:

NONE

Absent:

NONE

**1. 2012 Ethics Training**

Member Ann Haley provided Chairman Hajjar with her completion certificate. The PB will officially notify the HR Director of each member's completion.

**2. Org Chart Updates**

- a. An updated Conservation Commission Org Chart was provided to each member.
- b. The PB needs to develop an org chart for the Permanent Building Construction Committee, as they utilize a part-time individual for secretarial services.

**3. Policy Work**

**Vacation Policy**

Chairman Hajjar gave an update to all members, as there is a 4<sup>th</sup> conference call to be held on May 10<sup>th</sup> with Town Counsel and the HR Director regarding some minor issues to be agreed upon.

The PB would like to have a public hearing at the next regular PB Meeting, currently schedule for Wednesday, May 23<sup>rd</sup>.

**3. Reclassification Hearing – Recreation Office Assistant**

- a. The PB reviewed and approved the final drafted Position Description. The title was approved as Administrative Assistant – Recreation.
- b. The PB went thru each position rating factor and agreed on each one.
- c. On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously approved the position description at a Grade of C6.

- d. Chairman Hajjar will send out the typical letter and back-up information to the appropriate individuals.

On a motion by Ann Haley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 8:00 PM.

**Next meetings:**           Wednesday, May 23, 2012  
                                  Wednesday, June 20, 2012