

**Norwood Personnel Board
Regular Meeting - Minutes
March 20, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, March 20, 2013 in the Finance Commission Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman
Willard (Will) Krasnow
Patterson (Pat) Riley

Other Attendees:

Michelle Pizzi, HR Director
Joan M. Jacobs, BOH chairman
Carolyn Riccardi, BOH member
Sigalle Reiss, Health Director

Absent:

Anne Haley, vice-chair
John (Jack) Taylor

1. February 20, 2013 Meeting Minutes

Several minor corrections and updates were made to the initial draft minutes.

On a motion by Will Krasnow and seconded by Pat Riley, the February 20, 2013 Regular Meeting minutes were unanimously approved as corrected.

2. 7:15 PM – Public Hearing

Chairman Hajjar opened the advertized/scheduled public hearing regarding the proposed new Workplace Smoke-free Policy (#P-409) and the proposed new FLSA Salary Basis Policy (#P-105) at 7:15 PM.

2.1 Workplace Smoke-free Policy (#P-409)

- a. Chairman Hajjar opened the combined PB and BOH public hearing and distributed a red-lined version from Town Counsel, as it addressed the initial draft policy completed by the PB and BOH.
- b. The following actions were taken:
 - i. All members present accepted the proposed language changes for Section 2.2, the deletion of Sections 2.3 and 2.4, the deletion of the word “products” at the end of the definition, the modified wording for the definition of Municipal Vehicle, the added definition of “Enclosed” for Section 3.6, the minor wording changes to Section 4.4, changing Section 4.5 to cover any entrance of a Town work facility, changing the word “non-users” to “non-smokers”, adding “alleging a violation of this policy” after the word “complaint” in Section 5.1, the deletion of the words “likely” and “alleged” (1st time used) in the last sentence of Section 5.2, and the deletion to Section 2H under Section 7 - 2nd bullet.
 - ii. Document #D-107 was reworded to be consistent with recent policy acknowledgement documents.

