

**Norwood Personnel Board
Special Meeting - Minutes
May 22, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, May 22, 2013 in the Finance Commission Meeting Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman
Anne Haley, vice-chair
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

None

Absent

Willard (Will) Krasnow

1. Meeting Minutes

a. May 1, 2013 Meeting Minutes

On a motion by Anne Haley and seconded by Jack Taylor, the meeting minutes from the May 1, 2013 Special Meeting were unanimously approved as submitted.

b. May 13, 2013 Meeting Minutes

On a motion by Jack Taylor and seconded by Anne Haley, the meeting minutes from the May 13, 2013 Special Meeting were unanimously approved as submitted.

2. Reports/Correspondence

- a. A copy of the April 2013 YTD Activity report was distributed and filed for record.
- b. A copy of the HR Coordinator Reclass Appeal decision letter was distributed and filed for record.
- c. A copy of the Administrative Assistant to the Assistant GM Reclass Appeal decision letter was distributed and filed for record.

3. Policy Reviews

a. Military Leave Policy [#P-305] (new)

- i. Based on the recommendation of Town Counsel, Kevin Bresnahan, after discussing with the Retirement Board's attorney, the Personnel Board added Section 5.6.f.

On a motion by Anne Haley and seconded by Jack Taylor, the revised Militray Policy was unanimously approved and adopted. Chairman Hajjar will send out the final adopted version with an issuance letter

b. Sick Leave Policy [#P-304] (new)

- i. The Personnel Board reviewed the updated draft policy in the meeting packet from Chairman Hajjar that was subsequently marked up by Michelle Pizzi.

