

**Norwood Personnel Board
Special Meeting - Minutes
June 25, 2014**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:15 PM on Wednesday, June 25, 2014 in the Finance Commission Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice-chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) E. Taylor

Other Attendees:

Michelle Pizzi, HR Director
Joseph Sheehan, Planning Board
Ernie Paciorkowski, Planning Board

Absent

None

1. Reclass of the Planning Board Administrative Assistant Position

- a The PB had a good discussion with Joe and Ernie concerning the status of the appeal. The PB is not ready to vote on the appeal, as additional data is required.
- b At last week's meeting, Chairman Hajjar was requested to send a letter to the Planning Board informing them of our status which is:
 - i Comparable Town data indicates similar positions as Norwood's
 - ii Comparable Town data indicates Town is close to top pay
 - iii PB is concerned that additional duties provided by the Planning Board were taken from the Director's responsibilities when Steve was ill. Why is new Director not taking back these responsibilities?
 - iv Waiting for 4 additional comparable Town responses – 2 are key – Dedham and Danvers.
 - v The PB would like to understand the planned org structure of the Planning Department.
- c PB will probably meet once during the summer to finalize Reclass.

2. Meeting Minutes

- a. June 18, 2014 – Regular Meeting
There was one update made.

Section 4.v – add the word “to” between “Hajjar send”

On a motion by Anne Haley and seconded by Pat Riley, the meeting minutes for the June 18, 2014 Regular Meeting were unanimously approved as corrected.

3. Correspondence / Reports

- a. A copy of the PB letter to the BOS regarding Seasonal employees was distributed and filed for record. The PB Stands at 20% complete through April.

