

Minutes of Personnel Board meeting on January 26, 2016.

Present: Jean O'Brien, Peter Georges, Frank Antonelli

Absent: Pat Murphy

Also in attendance were Tracy Hutton, Walter Alterisio, and Madonna McKenzie.

The meeting was called to order by Jean O'Brien at 6:30 p.m.

A motion was made by Frank Antonelli to approve the minutes of the Personnel Board meeting held on January 5, 2016. Peter Georges seconded the motion and it passed unanimously.

A motion was made by Peter Georges to accept the grammatical corrections on the Town Administrator's job description. Frank Antonelli seconded the motion and it passed unanimously.

The Wage Classification Chart was reviewed by Madonna McKenzie. Madonna will revise the hours and wages for the town of Dunstable. She will also work on getting more salary information from the towns of Harvard, Merrimac, and Pepperell.

The next meeting of the Personnel Board was scheduled for Wednesday, February 24, 2016, beginning at 9 AM.

Frank Antonelli made a motion to adjourn at 7:45 PM. Peter Georges seconded the motion and it passed unanimously.