

Minutes of Personnel Board Meeting on April 13, 2016

Present: Jean O'Brien, Peter Georges, Pat Murphy, and Frank Antonelli.

Also in attendance was Tracey Hutton.

The meeting was called to order by Jean O'Brien at 7:03 PM.

Tracey Hutton talked about the need to review all of the Job Descriptions and the Personnel By-Laws.

The Board decided to review the Job Descriptions at the next meeting. The Board reviewed the By-Laws and made several changes. The document will be sent to the Town Counsel for his review and approval.

Peter Georges made a motion to adjourn at 8:25 PM. Frank Antonelli seconded the motion and it passed unanimously.

The next meeting is scheduled for April 26, 2016 at 9AM.