

## **Minutes of Personnel Board meeting of May 16, 2016**

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

Town Administrator Tracey Hutton was also in attendance.

The meeting was held at the Town Hall and called to order by Jean O'Brien at 1:05 PM

Frank Antonelli made a motion to approve the minutes of April 26, 2016, and Peter Georges seconded the motion. The motion was approved unanimously.

It was decided that a review of the revisions to the personnel policy will be discussed at the next meeting.

Tracey Hutton will revise some of the job descriptions, based on the comments from the Personnel Board members, and present them to the board at the next meeting.

A review of the vacation policy will take place at the next meeting.

Peter Georges made a motion to adjourn at 2:00 PM. Pat Murphy seconded the motion and it was passed unanimously.

Next meeting is scheduled for June 7, 2016 at 9:00 AM.