

Minutes of Personnel Board meeting of June 7, 2016

The meeting was held at the Town Hall and called to order by Chairperson Jean O'Brien at 9:03 am

The following members were in attendance: Patrick Murphy, Jean O'Brien, Peter Georges and Frank Antonelli. Town Administrator Tracey Hutton was also in attendance.

Motion to postpone prior meeting minutes till next meeting by Patrick Murphy. Second by Peter Georges, all in favor, approved.

Discussion with regards to the 40 hour work week and when overtime will be considered. The committee asked Tracey Hutton for additional information for review at the next meeting.

Review of several job descriptions of town hall positions. Some minor changes were recommended and job descriptions approved.

Tracey Hutton will review Highway/Superintendent for a title change and make recommendations at the next meeting.

Next meeting is scheduled for June 27, 2016 at 9:00am

Meeting was adjourned at 10:20 am.