

## Minutes of the Personnel Board Meeting of November 21, 2016

The meeting was held at the Town Hall and called to order by Pat Murphy, Chairman at 9:04. The following members were in attendance: Pat Murphy, Peter Georges, Jean O'Brien and Tracey Hutton, Town Administrator.

A motion was made by Pat Murphy to approve the minutes of the October 11, 2016 meeting of the Personnel Board; seconded by Peter George's. All in favor, minutes approved.

The committee reviewed the Wage and Classification Chart. Pat Murphy stated the Chart was a fair and equitable document. Mike Martin noted the Highway Department Administrative Assistant does more than her job description. Pat Murphy felt all town employees were hard working and the Chart offers an appropriate scale to employees. Grade Five starts the Road Commissioner for FY17 grade schedule as presented and approved.

The next scheduled meeting of the board to be determined as needed.

Meeting adjourned at 10:14 a.m.