



Office of the  
**BOARD OF SELECTMEN**  
272 Main Street  
Townsend, Massachusetts 01469

Robert Plamondon, *Chairman*  
Andrew Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*  
Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING MINUTES**  
**November 7, 2011 - 6:00 P.M.**  
**Great Hall**

**I. PRELIMINARIES:**

- 1.1 The Chairman called the meeting to order at 6:08 PM.
- 1.2 Roll call showed members present chairman Robert Plamondon (RP) and vice chairman Sue Lisio (SL). Clerk Nicholas Thalheimer arrived at 8:03PM.
- 1.3 Chairman's Additions or Deletions. There were none.

**II. APPOINTMENTS/HEARINGS**

- 2.1 6PM Classification and Compensation Plan: Sandy Stapczynski of HRS, Inc. will be present to discuss and answer questions about the draft classification and compensation plan

Sandy Stapczynski of HRS, Inc. was present to discuss the draft classification and compensation plan. She described the methodology she used in preparing the plan, including the position analysis questionnaire, employee interviews, ratings, point factors, and the survey of similar communities.

The Board agreed that Town Meeting should be presented with an appropriation to fund the plan with implementation to follow. As noted in Town Counsel's opinion, Town Meeting appropriates funds and the adoption of the plan is the Board's jurisdiction. The Board also agreed that the plan is not yet finished, but that it can be finished in the coming months in order to address employee concerns and make sure the plan is as equitable as possible.

SL asked Mr. Sheehan to work with Sandy to come up with a timeline for finishing the remaining components of the plan, including meetings with Sandy, job descriptions, final grades/levels, etc.

**III. ADJOURNMENT:**

At 8:0PM the meeting was adjourned.

**SELECTMEN'S MEETING AGENDA**  
**November 7, 2011 - 6:00 P.M.**  
**Great Hall**

**IV. PRELIMINARIES:**

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's Additions or Deletions.

**V. APPOINTMENTS/HEARINGS**

- 2.1 6PM Classification and Compensation Plan: Sandy Stapczynski of HRS, Inc. will be present to discuss and answer questions about the draft classification and compensation plan

**VI. WORK SESSION:**

**VII. ADJOURNMENT:**