

Minutes of Special Meeting
May 3, 2006

Board members present: Chairman James Parker, Jr., Lynn Watts, and Christine Gundling. Also attending: Maryanne Bilodeau, Assistant Town Coordinator and Human Resources Director.

7:05 p.m.: The Chairman welcomed everyone to the meeting. The Board reviewed the job description for the Town Counsel position with Ms. Bilodeau.

The Personnel Board suggested adding the requirement of Juris Doctor. Ms. Bilodeau will look into this potential requirement.

Ms. Watts also suggested the following adjustments to the job description:

- State who the position reports to
- Add a probation period of 6-12 months
- Change "typing" to "computer literacy"
- If the Town ever decides to sue, this position is responsible for preliminary litigation preparation.

In addition, Ms. Gundling recommended adding "other duties as assigned" to the job description.

Lastly, Ms. Gundling presented a proposed new format for job descriptions across all town jobs. Ms. Bilodeau explained that she appreciated Ms. Gundling's effort, but that she would not be able to utilize this new format for the Town Counsel position due to the short time-period involved in approving and advertising the job.

The Board adjourned at 7:40 p.m.

Respectfully submitted,

Approved:

Susan Smith
Administrative Assistant

James Parker, Jr., Chairman