

**PERSONNEL BOARD**  
**Meeting Minutes**  
**August 30, 2012**

**Board Members Present:** Anne Canfield, Chair, Sheila Bauer, Pat Flanagan

The meeting was called to order at 7:30 am in the Hilberg Room at Town Hall. The purpose of the meeting was to discuss the pros and cons of converting the Tax Collector and Town Clerk positions from elected to appointed positions.

1. A motion was made by Sheila and seconded by Anne to approve the minutes of the July 26, 2012 meeting. The motion passed unanimously.
2. We reviewed and discussed the pros and cons for converting the Tax Collector position. This position is critical to the financial well-being of the town and requires specific skills, experience and credentials. We agreed that it should be converted to an appointed or employee-at-will position and will likely send that recommendation to the BoS. However, we want to continue discussion at our next meeting when the entire Personnel Board, Town Administrator and BoS Liaison are present.

Action Item: Anne will refine our list of pros and cons and will ask Selina about the differences in employee status, i.e. what are the employment terms for a town “appointed” vs. employee-at-will position and does an “appointed” position come with an employment contract?

3. We had a preliminary discussion about conversion of the Town Clerk position, but agreed to defer any decision until our next meeting.
4. Discussions about Special Police Officer detail pay, merit-based compensation, Department Head contracts, Code of Conduct and old business (Alcohol/Substance Abuse and Drug Free Workplace policies and Employee Handbook status) were deferred until our next meeting.
5. Action Item: Anne will check Selina’s, Sue’s, and Raid’s availability between Oct. 1- 9 for our next meeting. A motion was made by Anne and seconded by Pat to adjourn. The motion passed unanimously and the meeting adjourned at 8:25 am.

Submitted by Pat Flanagan