

**PERSONNEL BOARD**  
**Meeting Minutes**  
**February 26, 2014**

**Board Members Present:** Anne Canfield, Chair, Susan Bak, Sheila Bauer, Pat Flanagan, Becky Neville

**Also present:** Selina Shaw, Town Administrator, Raid Suleiman, BoS Liaison

The meeting was called to order at 6:45 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to adjourn to executive session to conduct a strategy session in preparation for negotiations with non-union personnel.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the February 19, 2014 regular meeting and executive session as amended. The motion was voted and passed unanimously.
2. A motion was made by Becky and seconded by Susan to approve the Summer Playground Director job description. The motion was voted and passed unanimously.

Action Item: Anne will advise Abby Reip of job description approval.

3. We reviewed the Library Trustees' and Director's request to upgrade the Youth Services Librarian position against the current job description and HRS ratings. We decided to take no action on the request.

Action Item: Anne will advise Library Director and Trustee Chair of the Board's decision.

4. The date for the Public Hearing on FY2015 Schedules A and B is planned for March 17.

The next meeting is scheduled for Wednesday, March 12, 2014 at 7:00 am.

5. A motion was made by Anne and seconded by Becky to adjourn to executive session to conduct a strategy session in preparation for negotiations with non-union personnel and to adjourn immediately thereafter. The motion was approved unanimously by roll call vote: Anne "aye," Susan "aye," Sheila "aye," Pat "aye," Becky "aye." The meeting adjourned to executive session at 7:05 am.

Submitted by Pat Flanagan