

**PERSONNEL BOARD**  
**Meeting Minutes**  
**June 9, 2015**

**Board Members Present:** Anne Canfield, Chair, Pat Flanagan, Becky Neville

**Also present:** Susan Bak, BoS Liaison

The meeting was called to order at 7:00 am in the Hilberg/Morse room at Town Hall. The purpose of the meeting was to finalize Chief Ryder's offer letter for the Police Lieutenant position and to draft a recommendation to the BoS regarding the Chief's continued requests for overtime pay for this exempt position.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the June 3, 2015 meeting. The motion was voted and passed unanimously.
2. Anne reported that she gave Chief Ryder our suggested edits for his offer letter.
3. In preparation for discussion at the June 15 BoS meeting, we finalized a letter to the BoS which recommends no overtime pay for the new Lieutenant position.

Action Item: Anne will send a copy of the letter to Selina and the Chief prior to the June 15 meeting.

4. Our outreach meeting responses were finalized.

Action Item: Becky will email the document to all non-union employees.

Our previously scheduled meeting for June 24 has been cancelled.

The meeting adjourned at 8:15 am.

Submitted by Pat Flanagan