

**PERSONNEL BOARD**  
**Meeting Minutes**  
**April 7, 2016**

**Board Members Present:** Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Hugh Fortmiller, Becky Neville

**Also present:** Susan Bak, BoS Liaison, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review Article 4 of the warrant in preparation for the Annual Town Meeting and to review and update the Employee Handbook.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the February 23, 2016 meeting. The motion was voted and passed unanimously.
2. We reviewed and made no changes to Article 4 as written. As a result our previously scheduled meeting for May 3 was cancelled.
3. Selina and Pat reported on a recent meeting regarding a personnel issue.  
  
Action Item: Selina will explore current time-keeping apps.
4. Selina reported that she is working on a new job description for the Town Treasurer/Tax Collector.
5. We will begin review and update of the Employee Handbook at our next meeting.

The next meeting is scheduled for Wednesday June 8 at 7:00 am.

The meeting adjourned at 8:15 am.

Submitted by Pat Flanagan