

**PERSONNEL BOARD**  
**Meeting Minutes**  
**August 28, 2015**

**Board Members Present:** Anne Canfield, Chair, 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. The purpose of the meeting was to prepare for meetings with the Department Assistants to review their Position Analysis Questionnaires (PAQs).

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the August 5, 2015 meeting. The motion was voted and passed unanimously.
2. We reviewed the Library Director's request to hire a part-time Technical Services Librarian to replace Molly Wong. A motion was made by Becky and seconded by Hugh to approve the new hire at salary grade 11, step 5 (\$22.12 per hour).
3. We discussed and agreed on a general format for our upcoming interviews with the Department Assistants. The interviewing teams (Becky and Hugh; Anne and Pat) will meet separately to review their assigned PAQs.

Action Item: Selina will send job descriptions for the Department Assistant and their Department Heads.

The September 16 meeting is cancelled. The next meeting is scheduled for 6:45 am on Wednesday, September 23.

The meeting adjourned at 8:00 am.

Submitted by Pat Flanagan