

**PERSONNEL BOARD**  
**Meeting Minutes**  
**September 19, 2013**

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

**Also present:** Selina Shaw, Town Administrator, Sandy Stapczynski, Human Resources Services, Inc. Personnel Consultant

The meeting was called to order at 6:50 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to review and discuss Sandy's progress in collection and analysis of market data for the compensation study.

1. A motion was made by Becky and seconded by Susan to approve the minutes of the August 22, 2013 meeting as amended. The motion was voted and passed unanimously.
2. Selina reported that she has received only eight resumes for the Town Accountant position and will run another ad on professional websites as well as college career sites.
3. A motion was made by Anne and seconded by Becky to adjourn to executive session to discuss and determine strategy in preparation for salary 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.
4. The next meeting is scheduled for Wednesday, October 2, at 6:45 am.

Submitted by Pat Flanagan