

February 24, 2009

## PERSONNEL COMMITTEE MEETING MINUTES

At 6:10 p.m. the Chairman called the meeting to order. Present were Chair Robert Rand, William Murray, Mary Gould, and Deborah Christen.

### On-going Business:

1. Public Comment: None.
2. Personnel Actions/Approvals: None.
3. Personnel Changes/Hiring Notifications: None.
4. Review of Previous Meeting Minutes: The minutes of the November 25, 2009 meeting were reviewed, several errors were noted and the minutes will be reviewed again at the next meeting.

### Current Business:

1. Job Description Format: Chair was not clear on what the position of the LPC is to be; Chair will ask the CAFO to come to the next meeting to discuss the creation of a job description format.
2. Merit Increases: LPC agreed not to propose a merit increase at the Annual Town Meeting in May.
3. Benefit Changes reflected in a Bylaw change: Chair presented an article for ATM (attached) which the LPC approved and accepted unanimously.
4. Review of Progress on LPC Bylaw changes. Chair will have proposed future Bylaw changes concerning grammatical errors for a later town meeting.
5. Review of Progress on LPC Initiatives. Chair shared draft (attached) of LPC Report to the Town for Calendar Year 2008 – approved unanimously with minor grammatical change (comma added).
6. Next Meeting Agenda. On-going will remain the same. Current Business:
  - 1) Job Description Format
  - 2) Future Bylaw Changes
  - 3) Review of Progress on LPC Initiatives
  - 6) Next Meeting Agenda

The next scheduled meeting will be on March 24, 2009 at 6:00 p.m. in the Public Library. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Deborah Christen, Secretary