

**Personnel Board Meeting Minutes**  
**May 11, 2010**

Present: Flo Stern, Chair, Tony Butterfield, Patrick Brock, Jacquelyn Smith-Crooks, Kay Zlogar, and Eunice Torres

Absent: Patricia Holland, and Town Manager, Larry Shaffer.

The chair gave an appreciation to Board member, Tony Butterfield for filling in as chair during her absence.

Mr. Butterfield was selected to officially serve as Board vice-chair.

There was a discussion regarding the wording of the third paragraph of the minutes, which stated: "It was reported that the non-union employees were dissatisfied with no COLA increase" It was changed to read: "It was reported that non-union employees were concerned that they received no Cola increase".

After the changes and corrections were made the minutes were approved.

The job description from DPW were reviewed and approved.

Mr. Brock suggested that any changes the Personnel Board needed to make during the year be noted and brought to the SB once a year.

The review of the Personnel Procedures Manual began with page #1 being delayed. It was discussed that before changes were made to page one, the Town Manager should be present. Changes were made up to page six. The review will continue at the next meeting scheduled for **June 15, 2010 at 9:00a.m.**

The meeting was adjourned at 10:30a.m.

Respectfully submitted by,

*Eunice Torres*