

Personnel Committee Meeting Minutes
Town Hall, 3rd Floor Conference Room, 8/29/06, 6:00 PM
Members Present: Kathy Laflash, Kim Pulnik, Bob Levenson
Others Present: Amy Downing, Deb Metcalf

First Issue: Town Manager Search Committee

Discussion on who from the Personnel Committee should be picked to replace Kim Pulnik on the committee to select a new Town Manager as required by Town Charter.

Motion to appoint Kathy Laflash, Kim Pulnik, 2nd Bob Levenson – **Unanimous**

Second Issue: Approve Personnel Committee Minutes – 6/27/06

Motion to approve the Personnel Committee Meeting Minutes; Kathy Laflash, 2nd Kim Pulnik – **Unanimous**

Third Issue: Hiring Request – Custodian, Council on Aging

The Director of the Council on Aging requested that the new custodian be compensated at step 3 of the salary scale for the position. The final candidate is well qualified and has worked for the town in the same capacity in Town Hall. He is currently earning step 3 of the salary scale.

Motion to approve the hiring request of step 3; Kathy Laflash, 2nd Kim Pulnik – **Unanimous**

Fourth Issue: Committee Handbook

The committee received a request from the Executive Secretary's office to review the current Committee Handbook and make any necessary changes to the description of the Personnel Committee. The committee discussed possible edits to the current draft and the HR Director will forward a draft for their review prior to submission.

Fifth Issue: Adjourn Meeting

Motion to adjourn the meeting Kathy Laflash, 2nd Kim Pulnik – **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director

Date approved:___