

**PERSONNEL BOARD MEETING.....JANUARY 29, 2013**

**Attendees: Phil Peirce, Sheila Frangiamore, Marlaine Burbank, Bill Neault  
Art Jay**

**Excerpts.....**

**Meeting commenced at 10:45AM**

**The Board reviewed Cindy Thompson's job title. Phil sent the Administrative Clerk Job Description to Cindy. As of this date the Personnel Board has not heard any objections changing her title from Administrative Assistant back to Clerk.**

**Sheila is planning to work on Personnel Policy drafts and by-laws.**

**Bill announced that he would remain on the Board until his term ends and then would be ending his membership.**

**Phil will speak with Jack Dolan, (K & P) about the amount of material that must be held by the Board for a town of this size.**

**Next scheduled meeting is February 12<sup>th</sup> at 10AM\*\*\*\*\***

**\*\*\*\*\*This meeting was not held due to lack of a quorum and the date was moved to February 26<sup>th</sup> at 10AM.**

A handwritten signature in black ink that reads "Philip Peirce". The signature is written in a cursive style with a large, prominent 'P' at the beginning.