

Personnel Board Meeting  
**Remote Participation Only**

August 18, 2020

Present: Chairman Gretchen Coleman-Thomas, Bill Vrooman, Steve Auerbach. Absent: John Lolley. Also present: Assistant Town Administrator/HR Director Wendy Brough.

**Meeting called to order at 10:00 a.m.**

**Minutes**

July 21, 2020

***Bill Vrooman motioned to accept the Minutes of July 21, 2020, seconded by Steve Auerbach. Vote was:***

***Chairman Gretchen Coleman-Thomas Aye  
Steve Auerbach Aye  
Bill Vrooman Aye***

**Vote to accept BOS Office Administrator classification and job description.**

Chairman Coleman-Thomas, Bill Vrooman and HR Director Wendy Brough did the evaluation.

***Bill Vrooman motioned to accept the BOS Office Administrator classification and job description and re-classify Carrie Blair, seconded by Steve Auerbach. Vote was:***

***Chairman Gretchen Coleman-Thomas Aye  
Steve Auerbach Aye  
Bill Vrooman Aye***

**Vote to accept Assistant Health Agent classification and job description. (a new position)**

Chairman Coleman-Thomas, Bill Vrooman and HR Director Wendy Brough did the evaluation.

***Bill Vrooman motioned to accept the Assistant Health Agent classification and job description, Seconded by Steve Auerbach. Vote was:***

***Chairman Gretchen Coleman-Thomas Aye  
Steve Auerbach Aye  
Bill Vrooman Aye***

**Human Resources Department Update**  
(attached)

***Bill Vrooman motioned to adjourn at 10:17 a.m., seconded by Steve Auerbach. Vote was:***

***Chairman Gretchen Coleman-Thomas Aye  
Steve Auerbach Aye  
Bill Vrooman Aye***

Respectfully submitted,

Alice Ryan Butler  
Executive Assistant