

**BOARD OF SELECTMEN**  
**Working Session**  
**Minutes of July 7, 2014**

Chairman Dick Gandt called the meeting to order at 5:05PM. Board members present in addition to Chairman Dick Gandt, were Martha Morrison, Laura Powers, Steve Lais and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Secretary Donna Rich were in attendance. Other persons present during all or part of the meeting were Human Resources Services, Sandy Stapczynski and Anthony Torrisi, and Personnel Advisory Committee members Al Wallace and Roberta Sapienza.

Pay & Classification Study – Human Resources Services President Sandy Stapczynski provided a background to the rationale behind looking at the job classifications and descriptions, stating that the Town had not reviewed or updated titles and descriptions in more than 10 years. Anthony Torrisia went through the charts that were provided and explained the data that was presented displayed what is being paid in the market within comparable communities. Then a discussion relative to pay tied to performance, distribution of yearly steps, implementation, and further data explanation was provided. The Board agreed to move forward with receipt of the report. Also, the Town Administrator said her personnel advisory committee would meet with the consultant to assist in developing the next steps in the plan.

At 6:41 PM, Selectmen Goodhue made a motion to adjourn and Selectman Morrison seconded the motion; so voted: 5-0.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Proposed Pay & Classification Plan documents for 2014
3. Memo dated 7/3 from Town Administrator

*Approved as written at the August 18, 2014 Board of Selectmen's meeting.*

<p>Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.</p>
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