

Personnel Board Meeting - May 23, 2011

The meeting was called to order at 7:04 p.m.

Present were members Amy Marino, Rita Ayers-Gaulin, Joseph DeMello and Terri Moreira. Also present were Lou Cirillo and Tony Texeira.

Minutes were read and accepted on a motion made by Amy Marino and seconded by Rita Ayers-Gaulin . All in favor.

Old Business:

None

New Business:

Joseph DeMello made a motion to nominate Michael Cabral for Chairman and Amy Marino seconded it. Rita Ayers-Gaulin made a motion to close the nominations and Amy Marino seconded the motion. Amy Marino instructed the secretary to cast one ballot in favor of Michael Cabral. All in favor. Terri Moreira will remain as secretary.

Lou Cirillo explained the amendments to the Town Charter and what the primary responsibilities of the Personnel Board will be.

„h Be responsible for the administration of testing and compiling of

scores for all competitive examinations given by town departments for hiring and promotion opportunities.

„h Draft, in consultation with the town administrator, job descriptions for all personnel holding the position of department head with the town government. Such job descriptions shall be sent to the office of the town administrator and kept on file and be reviewed and updated as necessary.

„h Create and update, every two (2) years, an organizational chart of own government. Such organizational chart shall be submitted to the office of the town administrator and kept on file.

After much discussion on how to accomplish this task, Tony Texiera suggested that we start with the Harbor Master's job desperation. Michael Cabral will call the Harbor Master and the Town Administrator for their input on the duties of the Harbor Master. Terri Moreira will contact other communities to access their Harbor master job descriptions.

Our next meeting will be Wednesday June 8 at 7 p.m. in the Statehouse. needed.

Motion to adjourn made by Rita Ayers-Gaulin and seconded by Joseph DeMello at 7:56 p.m.

Respectfully submitted,

Terri Moreira