

## **Personnel Board Meeting – May 21, 2015**

**The meeting was called to order at 6:35 p.m.**

**Present were members Amy Marino, Michael Cabral, Dick Devault and Terri Moreira. Also in attendance was the Town Administrator, Tony Teixeira.**

**The minutes were read and a motion to accept them was made by Amy Marino and seconded by Dick Devault. All in favor.**

### **Old Business:**

**Detectives Exam: The exam was held at the Mt. Hope High School library on 5/20/15. Amy Marino will mail the exams to the agency for grading, there were 10 applicants. The Board will meet again when the results are available to confirm them before they are forwarded to the Police Department.**

### **New Business:**

**Michael Cabral has handed in his resignation. He has informed us that he will no longer be able to fulfill his obligation to the Board. A motion to accept his resignation with regret was made by Amy Marino and seconded by Dick Devault. All in favor.**

**Town Administrator, Tony Teixeira has asked the Board to update the Organizational Charts and Job Descriptions for the Town. He also asked if we could create a job description for the Librarian since she is also a Department Head. He would like us to draft a Job Evaluation tool that can be used going forward.**

**Terri Moreira will write Mr. Teixeira a letter asking him to outline his expectations and the format he would like us to incorporate in the job descriptions. Also, the information he would like included in the job evaluation tool. Dick Devault will try to meet with him before our next meeting on June 16 to make sure that we have a good understanding of what is required of us.**

**Motion to adjourn made by Amy Marino and seconded by Dick Devaulty at 7:40 p.m. All in favor.**

**Respectfully submitted,**

**Terri Moreira**