

**Special Select Board Meeting
Personnel Meeting
September 21, 2017**

Attendance: Tim Simpson (chair), Scott Spencer, Joe Solinsky

Meeting was called to order by Tim at 10 AM.

Started the meeting off by looking over and making changes to the "Job description" for both the Road Foreman and the Highway Crew member. After a few changes, the Board members signed off and adopted them as well as approved the job application.

Changes to make to the Personnel Policy include adding a "Sexual Harassment" section and adding to the "reasons for disciplinary action".

Scott made a motion to adjourn the meeting. Joe second the motion. All in favor.

Meeting closed at 10:40 AM.

Meeting Clerk
Danielle Fortin