

PROVINCETOWN PERSONNEL BOARD  
MEETING OF AUGUST 26, 2013

PRESENT: Tina M. Trudel (Chair), Marianne Clements, Ann Maguire, Lisa Westervelt,  
Regina Cassidy, Alex Brown

OTHER: Town Manager Sharon Lynn, Elizabeth Verde (Executive Assistant to the Town  
Manager),

Meeting was called to order at 4:00; all motions were unanimously approved unless  
otherwise noted.

MOTION - to approve minutes of July 22, 2013, with minor amendments. Ann Maguire/Regina  
Cassidy 2nd

Public Comments - None

Update on Salary survey - it is running a little late in time frame

Review of HR database options - Sandy S. is working on

Update on compilation and organization of job descriptions and  
Developing recommendations for orientation and training - Elizabeth Verde presentation

Future meeting scheduled for October

Any other business: Secretary to the Board of Selectmen resigned; The Town Collector is  
retiring, and two DPW positions are open.

Motion to adjourn, Marianne Clements/Alex Brown

Respectfully submitted,  
Lisa Westervelt, Sec.