

Bylaw Committee Meeting Minutes

Date April 12, 2011

Attending members, Fred Crellen, Barbara Brown and Sandy Flanagan.

Purpose of meeting---correct typing errors, change verbage and make addition to Bylaws as follows:

ARTICLE IV – MEMBERSHIP

Section 11 – Relationship of Members and staff – Capitalize s in staff

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ARTICLE V – MEETINGS

Section 1: Regular Meetings – Add verbage as follows: If a regular meeting is postponed, for any reason, that meeting will be held on the following Tuesday.

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ARTICLE VII – STAFF

Section 1 – Employment- Correct typing error and change CAFO to Town Manager as follows: The COA may appoint such clerks and other employees as it may require with the approval of the Town Manager and the ratification of the Board of Selectmen.

Section 2 – Selection – correct as follows: The Director is authorized to screen and recommend appointment of staff candidates to the COA for final recommendation to the Town Manager and the Board of Selectmen.

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ARTICLE VIII – COMMITTEES

Section 2c – DIRECTOR’S EVALUATION – Responsibility to include: change CAFO to Town Manager as follows: Conduct a yearly evaluation of the performance of the Director according to the procedure established by the Lunenburg Personnel Board and/or the Board of Selectmen and forward to the Town Manager. The annual evaluation of the Director shall be conducted in a closed session of the entire board of the COA.

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