

RECV'D: Office of the Town Clerk 11/7/2106 2:38pm

**Regularly scheduled meeting on November 1<sup>st</sup> Tuesday 2016**

**In attendance** Dick Spooner, Roger Kleeman, Lisa Stafford

**Absent:** Fred Raley, Karen Otte

Meeting was called to order at 7:03pm. No quorum noted present, by the chair Lisa Stafford. She noted that we will have a general meeting but no voting will take place. No public is present so no commentary noted. Chair indicated that review and approval of minutes from October 4th will be put off and tabled until the next regular meeting in December. Report from chair and discussion on the feedback received, as requested, from the Board of Finance. Chair went through the feedback, point by point, as written and received by the Board of Finance. All Committee members agreed that a draft of the Step guidelines for non union employees will be voted on, and sent to the Board of Finance in the next regularly scheduled meeting in December. Meeting adjourned at 7:45pm by Chair, Lisa Stafford