



**Town of Woodbury**  
Office of the First Selectman  
281 Main Street South  
Woodbury, Connecticut 06798

Telephone (203) 263-2141  
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**BOARD OF SELECTMEN**  
Special Meeting Minutes  
Wednesday, November 16, 2016  
4:15 p.m. Shove Conference Room

Present: William J. Butterly, Jr., First Selectman  
Michael Gransky, Selectman  
Barbara Perkinson, Selectman – Via Telephone

1. Call to Order: First Selectman Butterly called the meeting to order at 4:15 p.m. It was noted that Selectman Perkinson was in attendance via telephone.

2. Discuss and take action to approve Executive Assistant job description:

**MOTION:** First Butterly moved and Selectman Perkinson seconded to approve the Executive Assistant job description.

*Discussion* – The Personnel Administrator briefly explained some of the proposed changes and the reasoning. There were no questions.

**UNANIMOUSLY APPROVED**

8. Adjournment:

**MOTION:** Selectman Gransky moved and Selectman Perkinson seconded to adjourn the meeting at 4:18 p.m.

**UNANIMOUSLY APPROVED**

FILED SUBJECT TO COMMISSION APPROVAL  
Respectfully submitted,

*Sarah Wirtes*

Sarah Wirtes, Acting Clerk

RECEIVED & FILED  
IN WOODBURY, CT

This 17 day of Nov 2016  
at 8:55 o'clock A M

*Guido S. Carls*  
Town Clerk