

MINUTES OF THE SPECIAL TOWN BOARD MEETING OF THE TOWN OF FORT ANN HELD ON THURSDAY, JULY 28, 2016 AT 3:00 P.M. AT THE FORT ANN TOWN HALL, 80 GEORGE STREET, FORT ANN, NY

PRESENT: Supervisor Richard Moore
Councilwoman Deb Witherell
Councilman Dennis Fletcher
Councilwoman Gretchen Stark

ABSENT: Councilman Floyd Varney

OTHERS PRESENT: Michele Stark, Deputy Town Clerk II, Helen Denno, Bookkeeper

This meeting was published in the Post Star July 16, 2016 and appeared under Today's Meetings section of the Post Star July 28, 2016.

The purpose of this special meeting is to review and update the existing seventeen (17) page employee handbook. Each Town Board Member has been provided with a paper copy.

On motion of Councilwoman Witherell, seconded by Councilman Fletcher to open the meeting.

Supervisor Moore hopes to have an updated employee handbook ready for September but probably October is more realistic. Every employee will receive an updated version of the handbook.

The Town Clerk gave Supervisor Moore a copy of the Washington County Employee Handbook to refer to and assist when making revisions to the Town of Fort Ann Employee Handbook. For instance the Equal Opportunity Employment section and the retirement section can be the same in the Town of Fort Ann Employee Handbook as what's in the Washington County Employee Handbook.

On motion of Councilwoman Witherell, seconded by Councilwoman Stark to adjourn meeting at 7:25 p.m.

Respectfully submitted,

Michele Stark, Deputy Town Clerk II
Town of Fort Ann, New York

Dated: August 3, 2016