

**TOWN OF SUMMERFIELD
CLOSED SESSION
MINUTES
February 1, 2005**

Present: Dena Barnes, Bob Williams, Carolyn Collins, Mark Brown, Jane Doggett, Michael Stewart, Dianne Laughlin, Town Clerk, Michael Brandt, Town Administrator and Bill Trevorrow, Town Attorney.

****NOTE:** In open session, Jane Doggett made a motion to recess to executive session for Personnel and Property Matters at 10:30 pm. There was no discussion. The motion was seconded by Carolyn Collins and passed unanimously.

Personnel Matters:

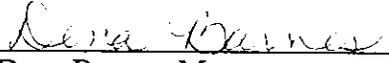
There was discussion that the field of 20 applicants for the Assistant Town Planner position had been narrowed to five; those being Robert Harris, Matthew Stewart, Robin Smith, Maggie Costello and Carrie Spencer. The Town Clerk was asked to set appointments for interviews with these people for Monday, Wednesday or Friday at 9 AM or 3 PM.

It was reported that Jeannie Alala has agreed to train the new Assistant Planner and Bill Bruce in the area of Zoning Enforcement.

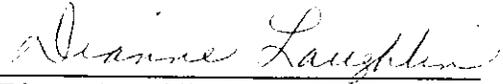
Planner Evaluation:

Brandt reported that Bill Bruce has been employed as the Town Planner for six months and has done a very good job; citing his knowledge and abilities as having made the transfer from Guilford County very smooth. Brandt recommended a 3.5% increase in Bruce's current salary with his next review coming up in one year.

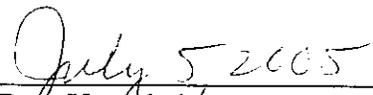
By consensus, Council reconvened to Open Meeting at 11:10 pm.



Dena Barnes, Mayor



Dianne Laughlin, Town Clerk



Date Unsealed