



**Meeting Posting & Agenda**

**Details:**

**Board – Committee – Commission:** Personnel Board

**Meeting Day, Date, Time:** Thursday, December 20, 2012, 6:30 P.M.

**Location:** Emergency Operations Center, 1st Floor, Fire Station

**Agenda:**

- Open Meeting/Review Agenda
- Approve Meeting Minutes
- Approve Vouchers
- Recommend FY14 Compensation Plan adjustment (IAW Personnel By-Law Section V[D])
- Position Description reviews: 1) COA Director, 2) Department Coordinator- BoS, 3) Library Circulation Clerk, 4) Library Circulation specialist
- Initial discussion: Library Program Committee
- Part-time police dispatcher (vacancy)
- Cable access assistant (review w/qualifying applicant)
- Continued discussion: Classification & Compensation survey
- Annual Report submission
- Future Meeting Date(s)
  
- Other topics not reasonably anticipated by the Chairman 48 hours in advance
  
- Adjournment

48 Hour notice for meetings of Boards and Committees –

Town Clerk must receive your meeting posting, including agenda, by at least 48 hours prior to the meeting.

**The 48 hours notice cannot include Saturdays, Sundays or holidays.**

**Chairman's note: this meeting will be held if either of two conditions exists from the December 19 meeting: unfinished items or a lack of quorum. Otherwise, this meeting will be cancelled.**

**RECEIVED**

*By Kelly A. McElreath at 9:34 am, Dec 17, 2012*