

## **PERSONNEL BOARD**

Proposed Agenda  
Town Building  
September 11, 2017  
7:00 pm

- 7:00 pm      Public Comment
- 7:05            Review and Potential Vote on HR Director and Asst. Town Administrator Job Descriptions
- 7:25            Review and Potential Approval of Starting Wage Rate for Executive Asst. to Town Administrator
- 7:30            Meet with Town Clerk to Review Compensation
- 7:50            Review and Potential Approval of Revised Town Surveyor Job Description and Grade
- 8:00            Establish Dates to Review Position Requests with Departments FY 19 Budget
- 8:15            Review and Potential Approval of FY 19 Personnel Board Budget
- 8:35            Vote Positions on Fall Town Meeting Warrant Articles
- Fund Collective Bargaining Agreements for FY 18
  - Wage & Classification Article for Non-Union Employees
  - Compensation for Town Clerk
- 8:40            Review and Potential Vote to Approve the Minutes of 7/17/17 and 8/11/17
- 8:45            Executive Session to Discuss Strategy for Collective Bargaining Negotiations for Police and Fire Negotiations; Review and Discuss Employment Contract of the Town Administrator; Review and Discuss Employment Contract of the Police Chief; Review Memorandum with AFSCME-1 regarding Town Surveyor; Review and Potentially Approve the Executive Session Minutes of 7/17/17 and 8/11/17; Review and Potentially Release the Executive Session Minutes of 4/24/17, 5/15/17, 6/19/17, 7/17/17 & 8/11/17
- 9:20            Potential Vote to Release Executive Session Minutes of 4/24/17, 5/15/17, 6/19/17, 7/17/17, 8/11/17
- 9:25            Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any
- 9:30            Adjourn