

Personnel Committee Agenda

Wednesday, March 20, 2024

5:00 p.m.

Town Hall

1. Members Present:
2. Call to Order:
3. Approval of February 28, 2024 Draft Minutes.
4. Visitors:
5. Public Comment:
6. Unfinished Business
 - a. Employee Handbook Revisions – Stephanie -UPDATE
Update on HR Consultant for the handbook quote
 - b. Training – Sexual Harassment Prevention Training - UPDATE

Christine Jeffrey - pending

- c. Term Length from 2 to 4 years –UPDATE –
Keep on agenda until after election

- d. Town Administrator Needs -
Munis Financial System for HR/Payroll purchase status

- e. Job Descriptions - UPDATE
 - 1. Wage scale creation

- f. Public Works Director - Job search listing - UPDATE
 - 1. Interviewing Committee
 - 2. Interview Questions

- g. Name tags/lanyards for town hall staff - UPDATE
 - Zoning Officer - Blue Shirt with gray lettering
 - Town Hall Staff - remainder of staff - lanyard

- h. Interviewing Committee/Questions- UPDATE

- i. Pay increase for elected officials -
 - 1. Municipal League

7. New Business:

a. None

10. Adjournment: