

## Personnel Committee Agenda

Wednesday, April 17, 2024

5:00 p.m.

Town Hall

1. Members Present:
2. Call to Order:
3. Approval of March 20, 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, Pending
  - 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 Bid status

e. Job Descriptions - UPDATE

1. Wage scale creation - Pending

f. Public Works Director - Job search listing - UPDATE

1. Interviewing Committee - UPDATE

2. Interview questions/ interviews - UPDATE

g. Name tags/lanyards for town hall staff - UPDATE

Zoning Officer - Blue Shirt with gray lettering - Cintas -

UPDATE

Town Hall Staff - remainder of staff - lanyard - UPDATE

h. Pay increase for elected officials -

1. Municipal League - deadline May

7. New Business:

a. Supervisor Rotation - to come to Personnel meetings -to include all supervisors. We will explore the structure of the positions and needs. More likely to have them come every quarter; Water/Sewer/Maintenance. Can also include Town Clerk, Zoning, and Town Administrator. Do we include the Police Dept.?

10. Adjournment:

**J. Haynes - move to adjourn at 5:42 p.m. Second by M. Amerikaner. No objections noted.**