

Personnel Committee Agenda

Wednesday, June 19, 2024

5:00 p.m.

Town Hall

1. Members Present:
2. Call to Order:
3. Approval of May 22, 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. Policy changes.
 - b. Training – Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey. To move forward.

c. Term Length from 2 to 4 years –UPDATE –

Keep on agenda until after election. New council members.

d. Town Administrator Needs - UPDATE

Munis Financial System for HR/Payroll Bid status

e. Job Descriptions - UPDATE

1. Wage scale creation- has it from Woody Coe for all of Public Works. Other departments needed.

f. Public Works Director - Search-Hire - DONE

1. Interviewing Committee - DONE

2. Interview questions/ interviews - DONE

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

Zoning Officer - Blue Shirt with gray lettering - Ranson options
- UPDATE

Town Hall Staff - remainder of staff - lanyard - Shepherd U.
options - UPDATE

h. Pay increase for elected officials -

1. Municipal League Assistant Director feedback - UPDATE

g. 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.?

7. New Business:

a. Executive Assistant to Town Administrator and Town Clerk - part-time position

1. Justification for PT position

10. Adjournment: