

**PERSONNEL BOARD  
AGENDA**

**Wednesday, February 22, 2017**

**5:00 p.m.**

Hearing Room, Town House

- 1. Call to Order**
- 2. Classification Actions**
  - a) Facilities Maintainer – add to Plan
- 3. Miscellaneous Compensation Schedules**
  - a) Amendments to Schedule #7-1, General
    - o Adjust minimum rates in consideration of Mass. min wage
    - o Recording Secretary - add to schedule
    - o Skilled Laborer – increase minimum
    - o Election Officer – increase maximum
    - o Public Safety Officer (Non-Union) – set fixed rate
    - o Mutual-Aid Detail Officer/Sergeant – set fixed rate
    - o Activity Coordinator – remove from schedule
    - o Outreach Coordinator – remove from schedule
  - b) Schedule #7-3, Human Services
    - o Activity Coordinator – add to schedule
    - o Outreach Coordinator – increase minimum
    - o Community Services Coordinator – increase minimum
- 4. Warrant Articles Review & Town Meeting Preparation**
  - a) Ratification of Classification Actions
  - b) Classification & Compensation Plan
  - c) Personnel Bylaw Amendment – Personal Leave
  - d) Public Hearing Presentation – 2/27/2017 @ 7 p.m.
- 5. Approval of Minutes**
  - a) August 30, 2016
- 6. Personnel Board Handbook Updates**
- 7. Future Meeting Schedule**
- 8. Adjournment**