

**PERSONNEL BOARD  
AGENDA**

**Wednesday, December 19, 2018**

**5:15 p.m.**

Select Board's Room, Town House

- 1. Call to Order**
- 2. Classification Actions**
  - Light Plant*
    - 1) Civil Engineer, remove from MP-3
    - 2) Associate Financial Manager, add to MP-3
    - 3) Utility Software Coordinator, change to Customer Service Supervisor and move to MP-3
  - Town Clerk's Office*
    - 4) Municipal Archivist, add to MP Schedule (grade to be recommended @ mtg)
  - Facilities*
    - 5) Facilities Manager, change to Facilities Director and move to MP-6
    - 6) HVAC Technician, add to TCL-7
  - Senior Services*
    - 7) Senior Services Director, move to MP-5
    - 8) Senior Services Programs Supervisor, change to Assistant Senior Services Director and move to MP-3
  - Town Manager's Office*
    - 9) Tourism & Visitor Services Manager, add to MP-1
    - 10) Station Manager, add to MP-1
    - 11) Public Information Officer, change to Public Information & Communications Manager and move to MP-3
    - 12) Deputy Town Manager , add to MP-9
  - Public Works*
    - 13) Public Works & Engineering Director, add to MP-9 (retro to 7/1/18)
- 3. Miscellaneous Compensation Schedules**
  - a) Amendments to Schedule #7-1, General
  - b) Amendments to Schedule #7-2, Recreation
  - c) Amendments to Schedule #7-3, Human Services
- 4. Town Meeting Warrant Articles**
  - a) Ratification of Classification Actions
  - b) Classification & Compensation Plan
  - c) Personnel Bylaw or Charter Amendments
- 5. Approval of Minutes**
  - a) May 30, 2018
- 6. Future Meeting Schedule**
- 7. Adjournment**