

Agenda  
**Personnel Committee Meeting**  
Monday, February 26, 2024  
6:00 - 8:00pm  
Town Hall

1. Open Meeting (1 minutes)
2. Committee vote for Chair (5 minutes)
3. Discussion with Highway Department re: salary requests (30 minutes, Highway Department then departs meeting)
4. Discussion of Personnel Committee mission, charter, meeting frequency, Town human resources priorities and prior disbanded Personnel Committee documentation (60 minutes):
  - a. Jan 31, 2018 Personnel Committee minutes (Draft, never approved)
  - b. *The State of the Human Resources Function in Conway* dated January 31, 2028
  - c. Conway Employee Handbook revision dated January 11, 2022
5. Discussion of possible conflict of interest (20 minutes)
6. Agreement on next meeting date (3 minutes)
7. Other business or adjourn meeting (2 minute)