

Personnel Committee

Meeting Agenda for Wednesday, March 27, 2024

6:00pm to 8:00pm at Town Hall

Member Name / Role	Term Expires
Phyllis Craine, Chair	2026
John Craine, Clerk	2024
Alan Singer, Member	2025

Preliminaries

- Call meeting to order
- Review and approve minutes from meeting of March 19, 2024
- Review and approve minutes from Select Board meeting of March 25, 2024

Continuing Business

- Laborer proposed pay rate changes (formal vote needed to support report to Select Board)
- Continue discussion of questions surrounding stipends vs wages (pending clarification from Town Counsel)
- Continuing discussion of employee handbook and policies, especially performance review and disciplinary policies
- Continuing discussion of pending compensation requests for FY25

New Business

- Debrief Select Board meeting of March 25, 2024 and finalize report - motion needed
- Standardize peer town comparisons and process for maintaining up-to-date salary and other data

- Plan for reviewing all job descriptions
 - Discuss practicality and cost of having Town Counsel review all job descriptions

Administrative

- Set next meeting date/time