

**PERSONNEL BOARD AGENDA
FOR
JANUARY 17, 2012
Town Hall - Room 123 – 7:30 p.m.**

APPOINTMENTS:

7:45 Planning Board Members re: Increase in secretarial hours

8:15 Josh Cole re: Explanation of requested report and to carry over vacation excess vacation hours.

NEW BUSINESS:

1. Approval of December 13, 2011 Minutes.
2. Approval of revised job descriptions:
Dispatcher, Police Chief, Computer System/Network Administrator, Deputy Health Agent,
Health Director, Police Lieutenant, Administrative Assistant to Police Administration,
3. Review of completed performance evaluations.
4. Personnel By-law changes for FY2013.

PERSONNEL ACTION REQUESTS: