

**PERSONNEL BOARD AGENDA  
FOR  
November 16, 2016 at 7:00 p.m.  
Room 116**

**APPOINTMENT:**

7:00 – James Johnson, Town Administrator

**NEW BUSINESS:**

- 1 General Increase for FY2018
- 2 New Community Services department (vote required)
- 3 Review job descriptions for Community Service Dept.
  - Community Service Director
  - Recreation Director
  - Business Manager
  - Recreation Coordinator
  - Council on Aging Director
  - Veteran's Agent
4. Organizational chart for Community Service Department
- 5 Approval of Minutes for October 11, 2016. (vote required)
- 6 FY2018 budget proposal (vote required)
- 7 Approval of Personnel Action Requests for new hires, rehires, promotions, step increases (vote required)

**CORRESPONDENCE:**