

ROCHESTER PERSONNEL BOARD
MEETING AGENDA
August 16, 2023 6:30 PM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770

RECEIVED

AUG 11 2023

9:48 pm
Braft

ROCHESTER TOWN CLERK

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- July 31, 2023 (Vote)

D. OLD BUSINESS

1. Review - Administration Assistant to Payroll Job Description (Potential Vote)

E. NEW BUSINESS

1. Estimated Timeline for Personnel By-Laws Review

- **End of Sept.**- PB Review Completed
- **Oct.**- Legal Review & Final PB Review & Vote to Accept
- **Early Nov.** - PB - Prepare Change Sheet for Handout, Special Town Meeting Vote

2. Review and Discussion of Personnel By-Laws First Round Edits (**See handout**)

F. REPORTS TO COMMITTEE

- Town Administrator – Status on Job Descriptions -Exec. Asst. to BoS/TA, Police Dept. – Clerk & Administrative Assistant

G COMMUNICATIONS

- Public Comment
- Individual Board Member Comments

H. FUTURE TOPICS

- **Short Range**
 - Continued Review/Discussion of Draft #1 Edited Personnel By-Laws – August/Sept.
 - Approval of Remaining Job Descriptions - August
- **Long Range**
 - FY25 Classification and Compensation Plan Development
 - Hiring New Employees - Updated Hiring Process Implementation Plan

I.VOTE TO ADJOURN

Potential Next Meeting Dates: August 30, September 13, September 27 @ 6 PM??