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ROCHESTER TOWN CLERK

ROCHESTER PERSONNEL BOARD
MEETING AGENDA
June 26, 2023 1:00 PM
LOCATION: TOWN HALL
1 CONSTITUTION WAY, ROCHESTER MA 02770

A. CALL MEETING TO ORDER

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF MINUTES

- May 8, 2023 (Vote Needed)

D. NEW BUSINESS

- FY24 Step Increase Approval – Subject to Personnel By-Law “Part VI. Rate Increases and Evaluations” (Vote Needed)
- Remaining Job Descriptions – Admin. Asst. to Payroll, Admin. Asst to Police Chief, Clerk- Police Department (Potential Vote Needed)

E. OLD BUSINESS

F. REPORTS TO COMMITTEE

- Town Administrator

G COMMUNICATIONS

- SRPDD Request – Rhiannon Dugan, Senior Environmental Planner
- Public Comment
- Individual Board Member Comments

H. FUTURE TOPICS

- **Short Range**
 - Appointment of Member – July 10th BOS Meeting
 - Personnel Board Reorganization – July Meeting
 - Review/Discussion of Edited Personnel By-Laws
 - Final Review Job Descriptions
- **Long Range**
 - FY25 Classification and Compensation Plan
 - Hiring Process Review/Discussion
 - New Organizational Chart
 - Evaluation Template

I. VOTE TO ADJOURN