

**ROCHESTER PERSONNEL BOARD  
MEETING AGENDA  
February 7, 2024 6:00 PM  
LOCATION: TOWN HALL  
1 CONSTITUTION WAY, ROCHESTER MA 02770**

**A. CALL MEETING TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF MINUTES**

- December 27, 2023 & January 24, 2024 (Vote)

**D. OLD BUSINESS**

- Draft #8 Proposal- FY25 Classification and Compensation Plan for **All Current Employees** (Vote)
- Draft #8 Proposal – FY25 Classification and Compensation Plan for **New Hires** (Vote)
- Attorney Draft – Changing Personnel By-Laws to Policy (Handout )
  - Feedback on Draft to be Discussed at Next Meeting
- All Prior Approved Job Descriptions (Handout)
  - Review and provide any edits to Town Manager before February 29th

**E. NEW BUSINESS**

- COA Directors' Meeting 1/31/24 Summary – COA Director Eric Poulin
- Approval of COA Job Descriptions (handouts)
  - Custodian – 15 hours- Current Grade 2 Step 3
  - Breakfast Program Food Safety Manager/Chef – 20 hours- Current Grant Funded; proposed Grade 4 Step 5
  - Outreach Coordinator – 30 hours – Current Grade 8 Step MAX
  - Administrative Assistant/Transportation – 25 hours – Current Grade 4 Step 8
    - Proposed Consideration of Movement to Equivalent Hourly Rate for Grade 6 in F25 and Grade 8 in FY26
- February 20<sup>th</sup> Meeting with Board of Selectmen – Purpose – Review/Update on FY25 Classification and Compensation Plan

**F. REPORTS TO COMMITTEE**

- Town Administrator
  - Update on FY25 Budget Development
  - Library Employees – Status as By-Law Employees?

**G. COMMUNICATIONS**

- Correspondence with FinCom Chair
- Public Comment
- Individual Board Member Comments

**H. FUTURE TOPICS/DATES**

- Discussion of Attorney Draft changing By-Laws to Policy
- Next Meeting Date – February 21<sup>st</sup> - 6 PM

**I.VOTE TO ADJOURN**