



**Personnel Board  
January 19, 2016, 7:00 PM  
Agenda**

Actions:

1. Call to order
2. Approval of Personnel Board Minutes of December 8, 2016.
3. To approve the job description and reclassification of the Benefits Coordinator job description from the Town Accountant.
4. To consider a request from the Town Engineer and Town Administrator to hire the new Assistant Project Engineer at Step 13, Grade 4, and grant 1 extra week of vacation.
5. To approve the Personnel Board Town Report for calendar year 2016.
6. Collective Bargaining update.

Next regular meeting Thursday, February 9, 2017, 7:00 pm