

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectmen Appointments

Anne Marie Peperato

Kathryn Ward

Finance Committee Appointments

Carole Marchand

Sarah Sansom

Town Moderator Appointments

Robert Miller

Elaine Davies

Town Administrator

Doug Willardson

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TOWN CLERK'S OFFICE

**PERSONNEL ADVISORY BOARD MEETING
Tuesday, September 19, 2017 – 10:00 AM**

**IRENE MARTEL CONFERENCE ROOM
TOWN HALL
350 MAIN STREET, WEBSTER, MA**

AGENDA

1. **MEETING CALLED TO ORDER AT 10:00 A.M.**
2. **NEW BUSINESS**
 1. Approval of Minutes of meetings held 8-17 and 8-31, 2017.
 2. Review of composite draft of Town of Webster Policies and Procedures Document.
 3. Development of New Employee Welcome/Hire Packet; Employee Position Descriptions; and a Classification Plan for Town employees.
 4. Other issues relating to Town of Webster personnel matters raised for consideration by advisory board members.
3. **ADJOURNMENT**