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TOWN CLERK'S OFFICE

TOWN OF WEBSTER

Personnel Advisory Board
350 Main Street
Webster, MA 01570

Board of Selectmen Appointments

Anne Marie Peperato
Kathryn Ward

Finance Committee Appointments

Vacant

Sarah Sansom

Town Moderator Appointments

Robert Miller
Elaine Davies

Town Administrator

Doug Willardson

PERSONNEL ADVISORY BOARD MEETING
Tuesday, December 5, 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 meeting held November 21, 2017.
 2. Consider resignation of Carole Marchand and designation of new Secretary/Recorder.
 3. Further review and discussion of draft Town of Webster Policies and Procedures Document.
 4. Development of New Employee Welcome/Hire Packet; Employee Position Descriptions; and a Classification Plan for Town employees.
 5. Other issues relating to Town of Webster personnel matters raised for consideration by advisory board members.
3. **ADJOURNMENT**