



TOWN OF ROWLEY  
TOWN CLERK  
2023 FEB 16 PM 12:14

# Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE  
139 Main Street • PO Box 275  
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## Personnel Advisory Committee Agenda February 21, 2023 Town Hall 139 Main Street, Rowley, Massachusetts 1:30 p.m.

- 1) Call meeting to order
- 2) Discuss Job Descriptions:
  - a) Police Executive Assistant
  - b) Traffic Control Officer
  - c) Water Department Accountant
  - d) Shellfish Constable
  - e) Deputy Shellfish Constable
- 3) Discuss grant writing survey
- 4) Discuss FY 24 Budget and FY 24 Personnel Budget
- 5) Personnel Report for Annual Town Report
- 6) Vacation carry-over requests
- 7) Personnel Officer Update
- 8) Minutes
- 9) Discuss/set next meeting dates
- 10) Adjourn