



TOWN OF ROWLEY  
TOWN CLERK  
2023 JAN 19 PM 1:38

# Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE  
139 Main Street • PO Box 275  
Rowley, MA 01969

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Personnel Advisory Committee Agenda  
January 24, 2023  
Town Hall  
139 Main Street, Rowley, Massachusetts  
11:00 a.m.

- 1) Call meeting to order
- 2) 11:00 a.m. Appointment\* – Fire Chief Mark Emery to discuss clerical job description
- 3) 11:15 a.m. Appointment\*– Shellfish Constable Travis Kneeland to discuss Shellfish Constable job description and Deputy Shellfish Constable job description
- 4) 11:40 a.m. Appointment\*– Police Chief Scott Dumas to discuss:
  - New Hire Pay Step for Reserve Per Diem Non-union Dispatcher Pam Lutes
  - Executive Assistant Job Description
  - Traffic Control Officers position and job description
- 5) Vacation carry-over requests
- 6) Personnel Officer Update
- 7) Minutes
- 8) Discuss/set next meeting dates
- 9) Adjourn

*\*Indicates approximate time*