



TOWN OF ROWLEY
TOWN CLERK

2022 AUG -4 PM 1:03

Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE
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Personnel Advisory Committee Agenda August 9, 2022 Town Hall 139 Main Street, Rowley, Massachusetts 10:30 a.m.

- 1) Call meeting to order
- 2) 10:30 a.m.* Appointment – Council on Aging Director Ellie Davis to discuss the following job descriptions:
 - a) Activities Director/Transportation Coordinator
 - b) Administrative Assistant
- 3) 10:45 a.m.* Appointment – Police Chief Scott Dumas to discuss Special Patrol Officer job description
- 4) Review Personnel Plan changes
- 5) Vacation carry-over requests
- 6) Personnel Officer Update
- 7) Minutes
- 8) Discuss/set next meeting dates
- 9) Adjourn

**Indicates approximate time.*