



# Town of Rowley

Massachusetts 01969

PERSONNEL ADVISORY COMMITTEE  
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Personnel Advisory Committee Agenda  
June 28, 2022  
Town Hall  
139 Main Street, Rowley, Massachusetts  
10:30 a.m.

2022 JUN 22 PM 4:25  
RECEIVED  
TOWN OF ROWLEY  
TOWN CLERK

- 1) Call meeting to order
- 2) Re-organization of the Personnel Advisory Committee
  - Chair
  - Vice Chair
- 3) 10:35 a.m.\* Appointment – Police Chief Scott Dumas to discuss the following job descriptions:
  - a) Patrolman
  - b) 911 Telecommunicator Dispatcher
- 4) 10:50 a.m.\* Appointment – Council on Aging Director Ellie Davis to discuss the following job descriptions:
  - a) Activities Director/Transportation Coordinator
  - b) Administrative Assistant
- 5) Discuss Secondary Distribution Operator job description and Distribution Assistant Working Foreman job description
- 6) Review Personnel Plan changes
- 7) Vacation carry-over requests
- 8) Personnel Officer Update
- 9) Minutes
- 10) Discuss/set next meeting dates
- 11) Adjourn

\*Indicates approximate time.