

Town of Milton

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AGENDA

Personnel Committee

**Town Hall, 115 Federal Street
Thursday, June 5, 2014 at 5pm**

1. Call to Order
2. Roll Call
3. Additions or Corrections to the Agenda
4. Approval of Agenda
5. Approval of Minutes: January 28, February 11 and 24, March 6 and 18, April 3
6. Old Business
 - a. Job descriptions of Public Works positions
 - b. Goals and Objectives – Administrative and Police Departments
7. New Business – Discussion, review and possible vote on the following:
 - a. Sexual Harassment Policy/Procedure
 - b. Physical Fitness Policy
 - c. Job description for Accounting Clerk/Administrative Assistant
8. Executive Session:
 - a. Personnel matters in which the names and abilities of individual employees are discussed
 - b. Discussion of the content of documents, excluded from the definition of 'public record' in 29 Del C. § 10002, including records with trade secrets, confidential/privileged commercial or financial information, or exemption from public disclosure by common law
9. Discussion and possible vote on Executive Session items
10. Schedule next meeting
11. Adjournment

Pursuant to 29 Del.C. § 10004(e)(2), Agenda items as listed may be considered out of sequence. This Agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the Meeting. Pursuant to 29 Del.C. § 10004(e)(4) this Agenda was prepared and posted by Kristy Rogers on May 27, 2014 at 5:00pm.