



TOWN OF NEEDHAM
NORFOLK COUNTY MASSACHUSETTS

Christopher T. Coleman
Assistant Town Manager/Personnel Director

NEEDHAM TOWN HALL
1471 Highland Avenue
Needham, MA 02492
Phone: 781-455-7530
Fax: 781-449-4569

E-mail: ccoleman@town.needham.ma.us

Web Site: www.needhamma.gov

Personnel Board Meeting

Wednesday, March 17, 2008 6:30 p.m.

Needham Free Public Library

Agenda

- | | |
|-----------|--|
| 6:30 P.M. | Update on FY2009 Budget Request |
| 6:35 P.M. | Elected Official Salary for Fiscal Year 2009 |
| 6:45 P.M. | Personnel Matters <ul style="list-style-type: none">• Public Works• Public Facilities |
| 7:00 P.M. | Job Descriptions—Classification/Reclassification and Revisions <ul style="list-style-type: none">• Director of Facility Operations• Supervisor for Custodial Services• Administrative Analyst• Animal Control Officer |
| 7:30 P.M. | Discuss Sick Leave Buy Back |
| 7:40 P.M. | Review/Approve Minutes |
| 7:50 P.M. | Other Business <ul style="list-style-type: none">• Request from a former employee• Discuss proposed FY09 Meeting Dates• Discussion from the Board |
| 8:00 P.M. | Adjourn |