**AGENDA**

**Westport Personnel Board**

**Wednesday, April 6, 2016**

**6:00 PM**

**Westport Town Hall**

**6:00 PM** Approval of Previous Minutes (3-16-16)

**6:05 PM** Old Business

- “Recording Clerk” category for the Personnel Bylaws’ Appendix

(reference Tim King email memo > 2-23-16) > copies available

- Approval of job descriptions for: Assistant Director of Marine Services,

& Assistant Town Administrator for Planning

- Approval of change of Data Processing Coordinator’s title to: Director of

Information Technology

- Discussion of Advertising for & Hiring of Westport residents for positions in town &

incorporating Selectman Tony Vieira’s comments for a plan / strategy on this.

**6:50 PM** New Business

- Other

- Set date for next meeting.

**7:15** **PM**  - Adjournment