**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