



MEETING NOTICE AND AGENDA

Select Board Meeting

Town Office Building

July 24, 2023

9:00 am

Remote access**: <https://zoom.us/j/92632609309?pwd=c3VNN01tV1ZFcVpzS1VNalluQk80QT09>

AGENDA: (Topics that the Chair reasonably anticipates to be discussed.) *

- 9:00: Call the meeting to order
- 9:00: Town Clerk office transition and staffing needs
- 9:45: Communication and notification expectations when cancelling office hours
- 9:55: Share language in personnel policy under development on vacation time accrual
- 10:00: Finalize admin position descriptions/titles, review compensation comps, postings
- 11:00: New official orientation schedule – review draft
- 11:30: Review of action items and draft agenda for next meeting
- 11:40: Approve old meeting minutes: 5/22, 5/31, 6/12, 6/20, 6/26, 6/28
- 12:00: Adjourn

OLD BUSINESS:

- Compensation Policy and Procedures
- DLS Technical Review
- EMD Plan
- Updates: Hunt Hill, Social Media Policy, RAVE Policy
- Personnel Policy: share draft with all our edits compiled for future discussion

Please Note:

* *All times are for planning purposes*

** *Meeting will continue if remote access fails. Participants with comments must be present at meeting location unless prearranged otherwise. For help in advance with remote access, contact selectboard1@townofleyden.com*

Posted 7/___/2023 at _____ by _____
(Official posting location is bulletin board outside Leyden Town Offices)