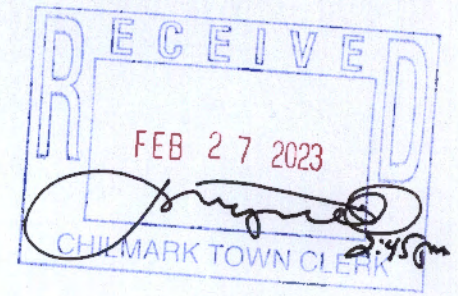




HUMAN RESOURCE BOARD

Town of Chilmark



ZOOM Meeting Agenda

Date	March 2, 2023	Start Time	8:30 am
Place	via Zoom	Stop Time	9:30 am

Join Zoom Meeting
<https://us06web.zoom.us/j/88341651731>

One tap mobile
+13052241968,,88341651731# US
+13092053325,,88341651731# US

Dial by your location
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Washington DC)

Meeting ID: 883 4165 1731
Find your local number: <https://us06web.zoom.us/j/88341651731>

MEETING AGENDA ITEMS

- 1 Fire Dept. Administrative Assistant Job Description Review ~ Chief Bradshaw Request.
- 2 Draft Facilities Manager Job Description Review ~ Tim Carroll Update.
- 3 Draft Staff Coordinator Job Description Review ~ Don Leopold Update.
- 4 Discussion of New Hire Starting Step.
- 5 Topics not reasonably anticipated by the Chair at the time of posting.

Next Possible Meeting: April 5, 2023 (This meeting will be in person)