

Received 9:11 AM

September 1, 2021

Susan J. Jeanfavre

Assistant Town Clerk

**NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE BY ZOOM**

DATE: Thursday, September 2, 2021

TIME: 2:00 p.m.

Call In: 1-646-558-8656

Meeting ID: 861 9127 8721

Passcode: 006118

**AGENDA**

*(Don Stein, Chairman; Bob Valentine, Vice Chairman; Charlie Perotti, Secretary; Mike Criss, Treasurer)*

2:00 PM Call to Order. Don Stein, Chairman.

2:05 PM Review of Office Manager Job Description, Salary, Recruitment and Selection Process.

2:25 PM Discussion Regarding Employee Consulting Policy.

2:55 PM Administrative Items

1. Approval of Minutes of the Special Meeting of the Executive Committee of July 14, 2021.

3:00 PM Adjournment.