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## PERSONNEL, POLICY, AND FINANCE MEETING MINUTES

Date: Monday, December 5, 2022

Time: 6:30pm

Place: Town of Saratoga Administrative Building

Present: Supervisor Roger Wilcox, Supervisor Bill Leichtnam, Supervisor Gail Kretschmer, Chair Rhonda Carrell

Town Chairman Rhonda Carrell called the first meeting of the Personnel, Policy, and Finance Committee (PPF) to order at 6:30pm.

Motion (Carrell/Wilcox) nominating Bill Leichtnam to Chair the PPF Committee was made. Motion carried unanimously.

Motion (Carrell/Wilcox) nominating Gail Kretschmer to Vice Chair of the PPF Committee was made. Motion carried unanimously. The nomination of Secretary of PPF Committee will be at the next meeting.

There was no public comment.

Lengthy discussion ensued pertaining to the creation of an employee policy handbook, annual employee evaluations, along with policy and forms, and the creation of an organizational flow chart.

Discussion ensued on a timeline for possibly hiring a Town Administrator.

Discussion laid out a course for the PPF Committee.

Next meeting is scheduled for January 9, 2023 at 6:00pm.

Motion (Wilcox/Kretschmer) to adjourn. Motion carried unanimously. Meeting adjourned at 7:59pm.