



**Town of Townsend HR Committee Meeting
November 26th, 2025 @ 1:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734**

1:00 pm HR Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation.
- IV. Adoption of Agenda.
- V. ACTION ITEM: Discussion and Review of Employee Handbook
- VI. ACTION ITEM: Discussion and Review of Employee job Descriptions
- VII. Ongoing Business Updates
- VIII. New Business
- IX. Discussion regarding future agenda topics and next meeting date
- X. Recess Committee Meeting to Convene Executive Session.
- XI. **Convene Executive Session:** Pursuant to 29 Del. C. §§10004(b)(9), the Town HR Committee will consider a motion to meet in an executive session for the discussion of personnel matters in which the names, competency and abilities of individual employees are discussed.
- XII. **Close Executive Session & Re-convene Committee Meeting.**
- XIII. **ACTION ITEM:** Possible vote of Committee.
- XIV. Adjourn.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xiME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.