

**Personnel Board  
Town of Shutesbury  
Agenda  
3/22/12  
Shutesbury Town Hall  
7:15 PM**

1. Recurring Business
  - Minutes from 2/23/12

2. Personnel Tasks
  - Personnel Actions



DATE POSTED: This box for Town Clerk's use.
3/20/12 LB
TIME: 10:30 AM PM
Circle one

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25

3. Old Business
  - Development of personnel data base to track employee records. Update from Ralph/Becky
  - Final version of annual review and goal forms to be presented to PB
  - Incorporate changes made by PB into the personnel handbook-Kathy
  - Designate responsibilities in maintaining and distributing employee information and other personnel board tasks
  - Status on employee contract negotiations (excluding police union)
4. Future Business
5. Any and all Unanticipated topics