



posted on
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**Personnel Board
Town of Shutesbury
Agenda: 9/7/17**

7:15 pm at the Shutesbury Town Hall

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-23

- Any personnel actions
- Review Performance Review Forms and process as well as underlying principles and instructions on developing goals
- Review job description of administrative secretary; # of hours needed for the job and consideration combining with a position of job of land use secretary
- Any other unforeseen items not anticipated by the chair.