

**Personnel Board Meeting
Town of Shutesbury
Agenda
November 16, 2017
7:15 PM**



*posted sm
11/13/17
3:30 pm*

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 18B(2)

- **Minutes from Octobers' Meeting**
- **Any personnel actions**
- **Review Employee evaluation forms, process and revisions – recommend that the process and forms be reviewed by Town Counsel. Set possible meeting times to review with Selectboard**
- **Review Land Use Clerk Job description. Incorporate changes/suggestions as indicated.**
- **Set next goals for the board: -i.e. changes in employee handbook, review job classifications in preparation for upcoming budget cycle, etc.**