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

Town of Shutesbury
Personnel Board Agenda
12/28/17
Shutesbury Town Hall
7:15 pm
Thursday

1. **Review/approve Minutes from 11/16/17 Meeting**

2. **Personnel Action Forms for Signature/Review**

3. **Prepare for January 23, 2018 Meeting with Selectboard to approve/review Employee Job Performance Forms and Process**

4. **Discuss possibility of adding supervisory responsibilities to the current TA job description**

5. **Goals/Tasks for the board: ie. Review/re-write of employee handbook; Review Personnel Board By-laws, etc.**

6. **Any unanticipated business.**