



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

Posted Sm  
1/8/18  
4:46 pm

**Town of Shutesbury  
Personnel Board Agenda**

**12/28/17**

→ resched.  
moved to

1/4/18

→ snowed out

→ rescheduled

1/18/18

**Shutesbury Town Hall**

**7:15 pm**

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.