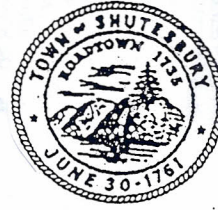


Revised

**Personnel Board Agenda
Town of Shutesbury
December 15 2011
7:15pm
Shutesbury Town Hall**



DATE POSTED: This box for Town Clerk's use.
12/14/11 LB
TIME: 7:00 AM <input checked="" type="radio"/> PM
Circle one

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

1. Recurring Business

- Review and approve minutes from 10/20/11 meeting

2. Personnel Tasks

- Personnel Actions

3. Old Business

- Review copies of contracts obtained by Becky from other small towns
- PB (Becky, Kathy & April) will incorporate changes in Employee Handbook by 12/31/11
- Status of update of the Orientation section in PB handbook (Becky to check with Leslie and Gabe)
- Update on employee self-evaluation forms
- Review present police union contract
- Assign PB members for contract negotiations with police union, Highway Superintendent, Town Administrator

4. New Business

- Any and all unanticipated new business