



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

September 27, 2021

To: Personnel Board

From: Kristina Ordnung, Assistant to Town Manager – Human Resources Coordinator

Re: Next Meeting

RECEIVED
TOWN CLERK'S OFFICE
2021 SEP 27 AM 8:01
SHREWSBURY, MASS

*Important Notice: Pursuant to Senate Bill 2475 signed into law by Governor Baker on June 16, 2021, Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, this meeting of the **Personnel Board** will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation.*

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town's website, at www.shrewsburyma.gov/coronavirus.

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. To listen to this meeting, (US) +1 516-274-8359 and enter in the PIN: 703 047 736#. Please mute your device.

The next meeting of the Personnel Board will be **Wednesday, September 29, 2021 at 8:30 AM** at which time the Board will consider the following agenda:

AGENDA

1. 8:30 AM Call to Order
2. Welcome new Committee Member Natalie Corridan-Gregg
3. Reorganization of the Board
4. Review and act to accept meeting minutes – April 16, 2021 and May 14, 2021
5. Review and act to accept FY2021 Sick Leave Buy Back Fund Transfer
6. Discuss FY 2022 Work Plan
 - a. Review and act on Classification Additions & Changes
 - i. Public Works
 - ii. Assessor

- iii. Planning
- iv. Human Resources
- b. Discuss any matters related to the Work Plan
- 7. Discuss FY 2023 Work Plan
- 8. Town Manager's Report (As Necessary)
 - a. Union Updates
 - b. Employee Goal Setting
 - c. Performance Appraisal System
- 9. Adjourn

Referenced Materials

FY 2021 Classification and Compensation Schedule
Sick Leave Buy Back 2021 Data
Letter to Mary Thompson Data September 24, 2021
Meeting Minutes of April 16, 2021 and May 14, 2021
Classification Addition & Changes Data