



TOWN OF SHREWSBURY

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

December 14, 2016

To: Personnel Board

From: Daniel J. Morgado

Re: Next Meeting

RECEIVED
TOWN CLERK'S OFFICE
2016 DEC 14 PM 1:05
SHREWSBURY, MASS

The next meeting of the Personnel Board will be **Wednesday, December 21, 2016, at 8:30 AM** in Conference Room A of the Richard D. Carney Municipal Office Building, 100 Maple Avenue, Shrewsbury, Massachusetts at which time and place the Board will consider the following agenda:

AGENDA

1. Call to Order – 8:30AM
2. Review and act to accept minutes - November 23, 2016 meeting
3. Review and act on the Town Manager's Report
 - a. Status of Current Collective Bargaining Negotiations
 - b. Administrative Assistant to Town Manager (PT-3) position – Process to fill anticipated vacancy – Review of and act on job description
4. Discussion of FY 2017 Work Plan for the Board
 - a. Department Head Salary Survey
 - b. Reports on dispatch center site visits by members of the Personnel Board – Meet with Chief Hester
5. Act on Personnel Action Form for new hires and for those who are scheduled for step increases
 - a. Michael Borowiec – Firefighter
 - b. Keven Esposito – Parks/Cemetery Foreman
 - c. Others that may be submitted after the agenda is posted
6. Review Meeting Schedule
7. Adjourn

Referenced Materials

Minutes of November 23, 2016

Job Description - Administrative Assistant to Town Manager (PT-3) position