



TOWN OF SHREWSBURY

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

February 23, 2021

To: Personnel Board

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

Re: Next Meeting

RECEIVED
TOWN CLERK'S OFFICE
2021 FEB 23 PM 4:08
SHREWSBURY, MASS

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Shrewsbury Personnel Board will be conducted via remote participation to the greatest extent possible.

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. To participate in the meeting, (US) +1 224-702-0076 and enter in the following PIN: 379 278 183#

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.

The next meeting of the Personnel Board will be **Friday, February 26, 2021 at 8:30 AM** at which time the Board will consider the following agenda:

AGENDA

1. 8:30 AM Call to Order
2. Review and act to accept meeting minutes – July 23, 2020
3. Review and act to accept Fund Transfer from Mary E. Thompson, Town Accountant
4. Discuss FY 2021 Work Plan
 - a. Discuss Classification Changes & New Position Job Analysis Questionnaire
5. Discuss FY 2022 Work Plan
 - a. Discuss suggested changes to Personnel Bylaw
6. Town Manager's Report (As Necessary)
 - a. Union Updates
 - b. Employee Goal Setting
 - c. Performance Appraisal System
7. Adjourn

Agenda
Personnel Board
February 23, 2021
Page 2 of 2

Referenced Materials

FY 2020 Classification and Compensation Schedule
Job Analysis Questionnaire
Fund Transfer documents