

Personnel Board

Town of Harvard, Massachusetts

Notice of Meeting

Tuesday, November 2, 2021

3:00 p.m.

Zoom

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and signed into law on June 16, 2021, this meeting will be conducted via remote participation. Interested individuals can listen in and participate by phone and/or online by following the link and phone number below.

UpperTH ProWebinar is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81674712128?pwd=VINueEd0ZlJYdTBISnE4R0xobk1Qdz09>

Meeting ID: 816 7471 2128

Passcode: 352829

One tap mobile

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Meeting ID: 816 7471 2128

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Agenda

1. Approval of Minutes
2. Job description review and pointing:
 - a. Administrative Assistant: Sustainability (new)
 - b. Administrative Assistant: Board of Health (updated)
 - c. Administrative Assistant: Planning and Zoning (new)
3. Select Board Goal: Direct Personnel Board to review MMA best practices for 360 reviews and develop formal exit interview process.
4. Public Comment