



5:00 p.m.
Personnel Board Meeting
Thursday, December 5, 2019
Sandwich Town Hall, (Downstairs, HR Department)
130 Main Street
Sandwich, MA 02563

TOWN CLERK
TOWN OF SANDWICH

NOV 26 2019

8 H 48 M A My
RECEIVED & RECORDED

AGENDA

1. Convene Meeting
2. Approval of Minutes of April 10, 2019
3. Review Union Job Description within Marina
 - a. Review Grade 3 Administrative Assistant Position
Proposed changes/upgrade request
4. Review Union Job Description within Marina
 - a. Review Grade 4 Senior Administration Assistant Position
Proposed changes/upgrade request
5. Old Business
Other Items Not reasonably Anticipated by the Chair
6. New Business
Other Items Not Reasonably Anticipated by the Chair
7. Adjourn

Signed: _____

Name: Linda J. Kiley

Date: November 26, 2019