



**TOWN OF NEEDHAM**  
NORFOLK COUNTY MASSACHUSETTS  
Human Resources Department

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## Personnel Board Meeting

Monday, July 31, 2023, at 4:00pm

Great Plain Room, Town Hall, 1471 Highland Ave, Needham, MA 02492

### Agenda

*The listings of items are those reasonably anticipated by the Chair which may be discussed. Not all items listed may in fact be discussed and other items not listed may also be discussed to the extent permitted by law. Please note that times are approximate. Agenda items may be discussed at different times than indicated.*

| Anticipated Time | Agenda Item                                                                                                                                                                          |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4:00 PM          | Call to Order                                                                                                                                                                        |
| 4:00 PM          | New Positions <ul style="list-style-type: none"><li>- Assistant Director of Finance</li><li>- Sustainability Manager</li></ul>                                                       |
| 4:30 PM          | Personnel Policy Changes <ul style="list-style-type: none"><li>- Vacation Policy #310</li></ul>                                                                                      |
| 4:40 PM          | Project Updates: <ul style="list-style-type: none"><li>- Hiring Activity/Staff Transitions</li><li>- Training &amp; Development Activity</li><li>- Other Projects/Activity</li></ul> |
| 4:55 PM          | Meeting Minutes for Approval: <ul style="list-style-type: none"><li>- June 15, 2023</li><li>- April 13, 2023</li></ul>                                                               |
| 5:00 PM          | Other Business or topics not reasonably anticipated by Chair                                                                                                                         |