



**Personnel Board  
May 13, 6:30 PM  
Agenda**

**Remote meeting via Zoom:**  
Dial-in number: 929-205-6099  
Meeting ID: 812 3487 4396  
Meeting Passcode: 447034  
Website: <https://zoom.us/join>

Actions:

1. Call to order
2. Approval of Personnel Board minutes of March 11, 2021
3. To consider a request from the Town Administrator to amend a job description for the Senior Planner: Conservation Officer/GIS Administrator position and approve an employee transfer
4. To consider a request by the Town Administrator to amend a job description for the Staff Accountant
5. To consider a request by the Recreation Director to create a job description for an Athletic Field Staff seasonal position
6. To consider a request by the Town Administrator to create a job description for a Senior Planner
7. To consider a request by the Town Administrator to amend the job description for the Director of Community Planning
8. To consider a proposed change to the Personnel Bylaw regarding State holidays
9. HR/BOS Updates
10. To adjourn to executive session (not to return to open session) for the purpose of discussing strategy with respect to collective bargaining.

*This meeting is being held remotely as an alternate means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 Suspending Certain Provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.*