

**POSTED IN ACCORDANCE WITH THE PROVISION OF M.G.L. CHAPTER 39 § 23A  
AS AMENDED.**

**PERSONNEL COMMITTEE**

Place: Remote participation

Day: Tuesday      Date: December 1, 2020

Time: 5:00 PM

**AGENDA**

**CALL TO ORDER**

**APPROVE MINUTES**

November 10, 2020

**NEW BUSINESS**

- Review Assessors Administrative Assistant Job Description
- Continue discussion of parental leave policy

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

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 limitation on the number of people that may gather in one place, this meeting of the Town of Sunderland Personnel Committee 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 Sunderland's website, at [www.townofsunderland.us](http://www.townofsunderland.us). For this meeting, members of the public who wish to listen or watch the meeting may do so in the following manner: 1) calling (415) 762-9988 and entering Meeting ID 847 0744 3471; or 2) visiting <https://us02web.zoom.us/j/84707443471>. 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.