



**Town of Adams • Massachusetts 01220**

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TOWN HALL  
8 PARK STREET – Room 210  
TEL. (413) 743-8300 EXT 170  
FAX (413) 743-8316

**Tuesday, October 12, 2021, 3:30 p.m.**  
**ADAMS TOWN HALL, 8 PARK STREET, ADAMS, MA 01220**  
**2<sup>nd</sup> Floor Town Administrator's Office**

**PERSONNEL SUB-COMMITTEE**  
**MEETING AGENDA**

- 1) CALL TO ORDER**
- 2) NEW BUSINESS**
  - A. Review of Council on Aging Director job description
  - B. Discussion regarding recruitment efforts
  - C. Review of Personnel Handbook
  - D. Review of Town employee vacancies
- 3) ANNOUNCEMENTS AND GOOD OF THE ORDER**
- 4) ADJOURNMENT**

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