



Town of Adams Massachusetts 01220-2087

BOARD OF SELECTMEN
TOWN HALL BUILDING, 8 PARK STREET

Personnel Subcommittee Meeting

Monday, November 28, 2022, 1:00 p.m.

TOWN HALL, 8 PARK STREET, ADAMS, MA 01220

1st Floor, Sun Room

AGENDA

- 1. CALL TO ORDER**
- 2. REVIEW JOB DESCRIPTIONS**
 - A. Assistant Treasurer/ Collector
 - B. Assistant Town Accountant
- 3. DISCUSS PROPOSED CODE OF CONDUCT FOR ALL TOWN OFFICIALS AND THOSE CONDUCTING TOWN BUSINESS.**
- 4. REVIEW STAFFING**
 - A. Facilities Department Staffing
 - B. Community Development Department Staffing
 - i. Review Assistant Community Development Director Job Description
 - C. Inspectional Services Department Staffing
 - i. Creation of Part-Time Administrative Assistant
- 5. UPDATE ON SHARED HUMAN RESOURCES DIRECTOR POSITION AND RECRUITMENT**
- 6. ADJOURNMENT**