



# Town of Yarmouth

Per M.G.L.: A public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

## Notice of Meetings

Name of Committee or Board: Personnel Board

---

Date of Meeting: January 24, 2019

Time: 2:00 pm

Place: Town Hall, 1146 Route 28, South Yarmouth  
Conference Room A

### Agenda Items:

- Administrative Supervisor – Review Position Description Updates
- Administrative Assistant – Review Position Description Updates
- Administrative Items
- November 27, 2018 Meeting Minutes Approval