



TOWN OF SHARON

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF
M.G.L. CHAPTER 39 SECTION 23A AS AMENDED.

Personnel Board
VIRTUAL MEETING
Meeting ID: **692-722-7824**
Password: 02067

Town Clerk

DATE & TIME: Thursday, April 21, 2022 at 7pm

In compliance with the Governor's emergency declaration relative to the conduct of public meetings, the Town has arranged to conduct remote meetings using Zoom video/audio conferencing.

****Important note** Sharon TV will likely broadcast virtual Board and Committee meetings on Sharon TV. If you elect to enable your webcam, your image and background may be broadcast with or without sound.**

1 - When the meeting is about to start, click this link:

<https://us02web.zoom.us/j/6927227824?pwd=cVFzbHhvNUpmMHBXUnBmLzBFcmRJZz09>

or navigate to www.zoom.us in your web browser and **Join The Meeting** using the meeting ID and password outlined above. The first time you use Zoom, a desktop client will be installed. Connect with computer audio to use your computer's microphone and/or speakers. Once the meeting starts, use the control in the top right corner to choose **Speaker** or **Gallery** view. You might want to pin the host video stream instead of having the video switch between participants as they speak while in Speaker mode.

2 - If you don't have a microphone and anticipate that you may want to speak, you can dial in using any one of these phone numbers and supply the Meeting ID listed above.

1 312 626 6799 1 929 205 6099 1 253 215 8782 1 301 715 8592 1 346 248 7799 1 669 900 6833

To mute or unmute yourself, Press *6 Note: If you plan to **also** use your computer to see participants and shared documents, **do not use computer audio** since it will create an echo with your computer speakers.

AGENDA

1. Review Mail
2. Review the Minutes of the March 10, 2022 Zoom Meeting
3. Re-rate the new Executive Assistant Job Description
4. Review and Rate the Revenue Manager Job Description
5. New and Overlooked Business
6. Schedule Next Meeting