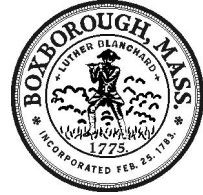


**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Monday January 3, 2022
Time	7:30 AM
Place	Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Open Meeting Law Complaint filed against the Personnel Board from Mr. Steve Ballard, dated December 14, 2021, received on December 15, 2021. Acknowledgment of the open Meeting Law complaint, discussion and response to the Open Meeting Law Complaint; votes may be taken.
 - a. Acknowledge receipt of the Open Meeting Law complaint.
 - b. Discuss the allegations of the complaint generally;
 - c. Discuss the general response and review the draft prepared by Town Counsel;
 - d. Vote to authorize the Chair or Town Counsel to issue a response consistent with the Board's discussion at the meeting and/or approve the draft prepared by counsel, along with any additions/comments by the Board.

Motion:

I hear-by move to authorize the Chair to work with Town counsel to finalize the Board's response to the Open Meeting Law complaint filed by Mr. Steve Ballard consistent with the Board's discussion today, and to issue such response to Mr. Steve Ballard and the Division of Open Government in response to the complaint.

2. Vote the minutes of the prior meeting of December 14, 2021
3. Review and vote ratings for Salary Grades for employees on the Per Diem, Intermittent and Temp Schedule:
 - a. DPW Seasonal Maintenance and Cemetery Worker
 - b. Seasonal Snow Plow Driver
4. Review, edit, approve and vote job descriptions for the following Per Diem, Intermittent and Temp positions:
 - a. Part Time Dispatcher
 - b. Per Diem Deputy Fire Chief
 - c. Per Diem Call FF/EMT
5. Personnel Board member volunteers to rate all approved job descriptions.

6. Discussion, if needed, regarding employee morale.
7. Discussion and re-vote, but only if needed, regarding the Classification and Compensation Schedule.
8. Assistant Town Administrator update/report
9. FinCom update/report
10. Correspondence – discussion if needed
11. Employee Participation (on topics not otherwise indicated on the agenda).
12. Any other business?
13. Date for next meeting: Tuesday January 18, 2022 at 7:30 AM
14. Adjourn