



TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Agenda - Revised

Board	Personnel Board
Meeting Date	Tuesday January 19, 2021
Time	8:00 AM
Place	Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85790131608?pwd=d2V1cmxiejBOWlpWdXVFdGhYL3owUT09>

Meeting ID: 857 9013 1608

Passcode: 358313

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SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of December 15, 2020
3. Classification and Compensation Schedule discussion and possible vote re: stipends and fee-based compensation for Temporary, Intermittent and Per Diems
4. Further discussion (if needed) re: Classification and Compensation Schedule FY22
5. Review new and revised Job Descriptions with possible votes to approve:
 - a. Assistant Treasurer/Collector (new job description) Needs to be to be rated and placed on the Class & Comp Schedule by PB before any vote.
 - b. Conservation Agent (new job description)
 - c. DPW Foreman
 - d. Town Accountant
 - e. Building Inspector
6. Discussion: Do we need to make any changes to the Personnel Plan for ATM? (New item on agenda).
7. Town Administrator update/report
8. Date for next meeting: Tuesday February 16, 2021 at 8 AM
9. Any other business?
10. Adjourn