



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Wednesday, February 1, 2023
Time	<b>4:00 PM</b>
Place	Town Hall (Morse-Hilberg Room) 29 Middle Road, Boxborough

### AGENDA

1. Call to order.
2. Approve minutes of the meeting of January 25, 2023.
3. Report from Town Administrator.
4. Report from FinCom Representative.
5. Vote to approve job description and grade for DPW Buildings & Grounds Maintenance Lead.
6. Vote to approve revised job description and grade for Associate Town Planner.
7. Vote on modifications to Plan proposed by Town Administrator.
  - a. Adjustments to FY2023 Classification & Compensation Schedule
  - b. Modifications to Section 2. Promotions or Reclassifications
  - c. Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy.
  - d. Article X. Vacations: Section 2 and Section 3
8. Discuss preparations for joint meeting with Select Board.
9. Consider bylaw modification to quorum requirements.
10. Discuss recruiting new Board members.
11. Public Participation (on topics not otherwise indicated on the agenda).
12. New Business.
13. Set date for next meeting.
14. Adjourn.

### Related Materials:

- A. Minutes of meeting of January 25, 2022 (draft enclosed)
- B. Proposed Plan modifications and related materials (pending)
- C. Updated position description: **DPW Buildings & Grounds Maintenance Lead** (pending)
- D. Updated position description: **Associate Town Planner** (pending)
- E. Updated new position description: **Reserve Police Officer** (pending)
- F. Updated new position description: **Part-time Dispatcher** (pending)