

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



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| Board | Personnel Board |
| Meeting Date | Wednesday February 2, 2022 |
| Time | 10:00 AM |
| Place | Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room |

AGENDA

1. Reorganization of Personnel Board and election of new roles.
2. Briefing from Town Counsel, Joe Fair on the Personnel Administration Plan
3. Briefing from Town Clerk, Becky Harris
4. Job Description Template
5. Out of Class Pay for the Police Lieutenant
6. Setting schedule and possible date for Public Hearing
7. Vote the minutes of the prior meeting of December 14, 2021
8. Discussion and re-vote, but only if needed, regarding the Classification and Compensation Schedule.
9. Town Administrator or Assistant Town Administrator update/report
10. FinCom update/report
11. Public Participation (on topics not otherwise indicated on the agenda).
12. Any other business?
13. Date for next meeting
14. Adjourn