

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Friday, February 11th
Time	10:30 AM
Place	Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room

AGENDA

1. Vote the minutes of the prior meeting of February 2, 2022
2. Job Description Template – follow-up re: language regarding ADA.
3. Personnel Plan items under review for revision:
 - a. Out of Class Pay
 - b. Sick Time
 - c. Reclassification of a position
 - d. Salary Step Adjustments – Section 7
4. Town Administrator or Assistant Town Administrator update/report
5. FinCom update/report
6. Public Participation (on topics not otherwise indicated on the agenda).
7. Any other business?
8. Date for next meeting: February 18th at 10:30am
9. Additional dates for meetings
10. Adjourn