

**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Friday, March 11th
Time	<b>9:00 AM</b>
Place	Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room

**AGENDA**

1. Vote the minutes of the prior meeting of March 4, 2022
2. Consider specific language for revising the Personnel Plan on the following topics:
  - a. Sick Time
  - b. Salary Step Adjustments – Section 7
  - c. Language on Reclassification
  - d. Proposed Language from Chief Malinowski to “streamline the payroll process for non-union Firefighters/EMTs”
3. Outstanding job descriptions: Call FF or EMT and Per Diem Deputy
4. Town Administrator or Assistant Town Administrator update/report
5. Public Meeting with Select Board – new date March 21st
6. FinCom update/report
7. Tracey Sierra to be appointed on March 21<sup>st</sup> to the Personnel Board
8. Public Participation (on topics not otherwise indicated on the agenda).
9. Any other business?
10. Additional dates for meetings
11. Adjourn