

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Tuesday March 16, 2021
Time	8:00 AM
Place	Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/88097415077?pwd=TTFkSTNKUVNGcWFmWktleFhGcExSZz09>

Meeting ID: 880 9741 5077

Passcode: 757733

One tap mobile

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Dial by your location

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SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meetings of February 16, 2021 and March 2, 2021
3. Vote not to move forward on the Elected vs Appointed Town Clerk warrant article at ATM 2021 and revisit for ATM 2022
4. Discussion: Article 4 Summary, recommendations and Public Hearing (March 15, 2021)
5. Discussion draft: Open Door Policy
6. Discussion draft: Progressive Corrective Action Process
7. Review revised Job Description with possible vote to approve:
 - a. DPW Skilled Worker
 - b. Any other draft job descriptions
8. Town Administrator update/report
9. Date for next meeting: Tuesday April 20, 2021
10. Any other business?
11. Adjourn