



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
DRAFT for Board Review**

Board	Personnel Board
Meeting Date	Wednesday, April 4, 2023
Time	5:30 PM
Place	Town Hall (Morse-Hilberg Room) 29 Middle Road, Boxborough

AGENDA

1. Call to order.
2. Chair comments and announcements
 - a. Welcome new board member & discuss orientation.
 - b. Welcome guests
 - c. Community communications
 - d. Review follow up from Meeting of March 6 and agenda for April 4 meeting.
3. Approve minutes of the meeting of March 6, 2023.
4. Report from Assistant Town Administrator.
5. Report from FinCom Representative.
6. Discuss updated positions in Fire Department.
7. Discuss new/updated Library position.
8. Discuss Board preparations for ATM.
 - a. Warrant Article 4 finalized.
 - b. Status of Board presentation.
9. Receive and discuss HR Presentation from Town Administrator.
10. Discuss 2023 Work Plan and annual calendar.
11. Public Participation (on topics not otherwise indicated on the agenda).
12. New Business.
13. Confirm date for next meeting.
14. Adjourn.

Related Materials

Minutes of the meeting of March 6, 2023. (Posted for approval)

Updated ATM Warrant Article 4

Draft job descriptions from Fire Department