

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Tuesday May 18, 2021
Time	7:30 AM
Place	Virtual Meeting via Zoom

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote minutes of the prior meeting: April 20, 2021
3. Review revised Job Descriptions with possible vote to approve:
 - a. Building Inspector
 - b. Information Services Librarian
 - c. Technical Services Librarian
 - d. Police Lieutenant
 - e. Fleet Maintenance Mechanic
 - f. DPW Worker – Semi Skilled (Building/Grounds Maintenance Worker)
 - g. Van Dispatcher
4. Other Possible Topics for discussion – time permitting:
 - a. Open Door Policy
 - b. Progressive Corrective Action Process
5. Town Administrator update/report
6. Date for next meeting: Tuesday June 15, 2021 (Virtual or in person?)
7. Any other business?
8. Adjourn

Join Zoom Meeting

<https://us02web.zoom.us/j/88289527303?pwd=S3ByR3k3UXpQdE1FYWsxVk11Ym5MUT09>

Meeting ID: 882 8952 7303

Passcode: 544955

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