

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Revised Agenda 8/20/2021**



Board	Personnel Board
Meeting Date	Tuesday August 24, 2021
Time	7:30 AM
Place	Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room

SUBJECTS TO BE DISCUSSED (AGENDA):

1. **Welcome to Sherri Hodgson new member to the Personnel Board. Introductions of current members. (New item on the agenda.)**
2. Vote minutes of the prior meeting: June 29, 2021 & July 26, 2021. (New item on agenda.)
3. Vote Chair for FY2022 effective at the end of meeting
4. Vote Clerk for FY2022. Vote to rotate minute taker among members of Personnel Board.
5. **Discuss the Public Records Requests dated: 7/7/2021, 7/8/2021, 7/11/2021 (2), and 7/12/2021, for a total of 5 public records requests. (New item on the agenda.)**
6. **Discuss the OML complaint filed on Friday July 16, 2021 (New item on the agenda.)**
7. Planning for FY2022:
 - a. Annual business:
 - i. Changes to the Personnel Administration Plan
 1. Vacation and sick time for PT employees?
 2. Performance review process
 - ii. Wage adjustment to the Classification and Compensation schedule
 - b. Address needs of Town as they arise. For example:
 - i. New job descriptions submitted by Department Heads
 - ii. New Policies if needed
 - c. Possible projects:
 - i. Review pay rates for Temp, Per Diem and Intermittent employees?
 - ii. Consider merit rate pay or some other method of compensation for performance
 - iii. Update the Employee Handbook
 - iv. Proposal to change the Town Clerk from elected to appointed
8. **Discussion: Associate member(s) to the Personnel Board. (New item on the agenda.)**
9. Review and possible vote of "Open Door Policy"
10. Review (time permitting) and possible vote of "Progressive Corrective Action Process"
11. Town Administrator update/report
12. FinCom report
13. Select Board report
14. Public Participation (on topics not otherwise indicated on the agenda)
15. Date for next meeting: September 21, 2021 at 7:30 AM
16. Any other business?
17. Adjourn