



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, September 12, 2023
Time	<b>5:30 PM</b>
Place	Town Hall (Morse-Hilberg Room) 29 Middle Road, Boxborough

### **AGENDA**

1. Call to order.
2. Chair comments and announcements
3. Approve minutes of the meeting of August 8, 2023.
4. Report from FinCom Representative.
5. Report from Assistant Town Administrator.
6. Receive status report on Town Performance Management system.
7. Receive status report on Employee Engagement Survey.
8. Discuss Town positions – Pending revisions:
  - a. Grading of Fire Department positions.
  - b. Draft revisions - Library job descriptions.
9. Receive and discuss update on policies review.
10. Review status on other 2023/2024 Board work plan items.
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 August 8, 2023.
- Library job descriptions
- Fire Dept. grading materials