



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, October 10, 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.
3. Approve meeting minutes:
 - a. September 12, 2023
 - b. September 19, 2023
 - c. September 22, 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 Fall Special Town Meeting.
9. Discuss Town positions – Job Descriptions and Grading Confirmation:
 - a. Library
 - b. Fire Department
10. Receive status report on Employee Recruiting Process.
11. Receive and discuss update on policies review.
12. Review status on other 2023/2024 Board work plan items.
13. Public Participation (on topics not otherwise indicated on the agenda).
14. New Business.
15. Confirm date for next meeting.
16. Adjourn.

Related Materials

Minutes of the meetings of September 12, September 19, and September 22, 2023

Job descriptions:

Local Transit Operator

Assistant Accountant

Library positions and grading materials

Police Lieutenant

Fire Dept. position grading materials