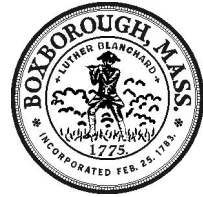


**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING  
Revised 10/15/2021**



Board	Personnel Board
Meeting Date	Tuesday October 19, 2021
Time	<b>7:30 AM</b>
Place	<b>Sargent Memorial Library</b> 427 Massachusetts Ave. Boxborough, MA 01719 Large Meeting Room

**SUBJECTS TO BE DISCUSSED (AGENDA):**

1. Vote minutes of the prior meeting: September 21, 2021
2. Vote to change the Personnel Board contact information in the Employee Handbook.
3. Vote to change the footer of the Employee Handbook to reflect that it is a final version voted in 2018.
4. Discuss change of location of Personnel Board meetings.
5. Vote job description for Regular PT Van Driver as submitted by CoA coordinator.
6. Temp, Per Diem and Intermittent schedule:
  - a. Review and vote **job descriptions**, ratings and salary grades for:
    - i. Clerk of Elections
    - ii. Election Worker/Checker/Inspector
  - b. Review, edit, approve and vote job descriptions:
    - i. Per Diem Firefighter/EMT
    - ii. Per Diem Fire Lieutenant/EMT
    - iii. Per Diem Fire Captain/EMT
    - iv. Per Diem Deputy Fire Chief
    - v. DPW Seasonal Maintenance and Cemetery Worker
    - vi. DPW Snow Plow Operator
    - vii. ~~Special Police Officer~~
    - viii. ~~Lock up Attendant~~
    - ix. ~~Part Time Dispatcher~~
    - x. Assistant Animal Control Officer
    - xi. Per Diem Van Driver
  - c. Assign Personnel Board members to rate all of the job descriptions that were approved by the Personnel Board.
7. If necessary, discuss the wage adjustment factor and step increase for regular FT and PT employees for FY2023
8. Assistant Town Administrator update/report
9. FinCom report
10. Select Board report
11. Status of OML complaint if needed
12. Employee Participation (on topics not otherwise indicated on the agenda)
13. Any other business?

14. Date for next meeting scheduled for: Tuesday November 23, 2021 at 7:30 AM. Do we need a meeting before then? (November 9<sup>th</sup>)
15. Adjourn