



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, November 14, 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 of October 10, 2023
4. Report from FinCom Representative.
5. Report from Assistant Town Administrator.
 - a. Receive status report on Recruiting Process.
 - b. Receive status report on Employee Engagement Survey.
6. Discuss results and action from Fall Special Town Meeting.
7. Discuss salary adjustments for 2025 Budget.
8. Discuss Town positions – Job Descriptions and Grading Confirmation:
 - a. Library
 - b. Fire Department
9. Discuss detail rates for per diem firefighters and EMTs.
10. Receive and discuss update on policies review.
11. Review status on other 2023/2024 Board work plan items.
 - a. Employer of Choice
 - b. Personnel Board Governance
12. Public Participation (on topics not otherwise indicated on the agenda).
13. New Business.
14. Confirm date for next meeting.
15. Adjourn.

Related Materials

Minutes of the meeting of October 10, 2023

Job descriptions:

Library positions and grading materials

Fire Dept. position grading materials