

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Tuesday November 16, 2021
Time	7:30 AM
Place	Morse-Hilberg room 29 Middle Road, Boxborough, MA 01719

If you need reasonable accommodations in order to participate in the meeting, contact the Rajon Hudson, ADA Coordinator at rudson@boxborough-ma.gov in advance of the meeting. While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be available if requested immediately before the meeting.

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Vote minutes of the prior meeting: November 9, 2021
2. Review and vote ratings for Salary Grades for employees on the Per Diem, Intermittent and Temp schedule:
 - a. Per Diem Firefighter/EMT
 - b. Per Diem Fire Lieutenant
 - c. Per Diem Fire Captain
 - d. Department Assistant supporting the Town Clerk and Treasurer/Collector
 - e. Department Assistant supporting the Building Department
3. Review, edit, approve and vote job descriptions for the following Per Diem, Intermittent and Temp positions:
 - a. Per Diem **Call** FF/EMT
 - b. Per Diem Deputy Fire Chief
 - c. DPW Seasonal Maintenance and Cemetery Worker
 - d. DPW Snow Plow Operator
 - e. Special Police Officer
 - f. Lock up Attendant
 - g. Part Time Dispatcher
 - ~~h. Assistant Animal Control Officer~~
4. Personnel Board member volunteers to rate all of the job descriptions that were approved by the Personnel Board.
5. Discuss and vote relative to which positions on the Temp Per Diem and intermittent schedule need to be rated to match up with the Regular classification and Compensation schedule. What positions do not need to be rated or re-rated at this time?

6. If necessary, discuss the wage adjustment factor for Regular FT and PT employees FY2023.
7. Assistant Town Administrator update/report
8. FinCom report
9. Select Board report
10. Employee Participation (on topics not otherwise indicated on the agenda)
11. Any other business?
12. Date for next meeting scheduled for: To Be Determined 7:30 AM.
13. Adjourn