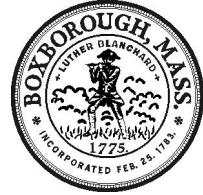


**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING**



Board	Personnel Board
Meeting Date	Wednesday December 1, 2021
Time	<b>7:30 AM</b>
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 [rjudson@boxborough-ma.gov](mailto:rjudson@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 16, 2021
2. Review, edit, approve and vote job descriptions for the following Per Diem, Intermittent and Temp positions:
  - a. Special Police Officer
  - b. Lock up Attendant
  - c. Part Time Dispatcher
  - d. DPW Seasonal Maintenance and Cemetery Worker
  - e. DPW Snow Plow Operator
  - f. Per Diem **Call** FF/EMT
  - g. Per Diem Deputy Fire Chief
  - h. Assistant Animal Control Officer
3. Personnel Board member volunteers to rate all of the job descriptions that were approved by the Personnel Board.
4. 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?
5. Discuss preliminary changes to the Classification and Compensation schedule including the Temp, Per Diem and Intermittent schedule for FY2023.
6. Assistant Town Administrator update/report
7. FinCom report

8. Select Board report
9. Employee Participation (on topics not otherwise indicated on the agenda)
10. Any other business?
11. Date for next meeting scheduled for: Tuesday December 14, 2021 7:30 AM.
12. Adjourn