



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, December 12, 2023
Time	<b>5:30 PM</b>
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 November 14, 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.
  - c. Receive status report on Employee Training Program.
6. Discuss 2024 Annual Town Meeting preparations:
  - a. Discuss salary adjustments for 2025 Budget.
  - b. Potential Article wording.
  - c. Personnel Plan potential revisions i.e. Clean up Vacation language, new positions.
7. Discuss Town positions – Job Descriptions and Grading Confirmation:
  - a. Library
  - b. Fire Department
8. Receive and discuss update on policies review.
9. Review status on other 2023/2024 Board work plan items.
  - a. Employer of Choice
  - b. Personnel Board Governance
10. Personnel Board's 2023 Annual Town Report
11. Public Participation (on topics not otherwise indicated on the agenda).
12. New Business.
13. Confirm date for next meeting.
14. Adjourn.

### Related Materials

- Minutes of the meeting of November 14, 2023
- Consumer Price Index (cpi) Reporting
- Job descriptions:
  - Library positions and grading materials
  - Fire Dept. position grading materials
- Draft 2023 Personnel Bd. Annual Report