

BOARD/COMMITTEE: Personnel Board

DATE: July 26, 2016

TIME 7:30 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (Newly REVISED Agenda):

1. Public participation.
2. Approve July 6, 2016 PB meeting minutes.
3. Discuss revisions suggested by Town Council to language in the Personnel Administration Plan (Selina)
4. Review DRAFT Job Description for Animal Control Officer
5. Begin review of Employee Handbook
6. Date of next Personnel Board meeting
7. Adjournment