

BOARD/COMMITTEE: Personnel Board

DATE: July 23, 2015: (REVISED AGENDA)

TIME: 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

1. Public participation.
2. Approve minutes of Personnel Board's June 26 meeting.
3. Discuss Selectman Gorman's proposal and job description for the new position of **Department Assistant**.
4. Police LT position
 - discuss possible compensation adjustment.
 - PB comments and possible attendance by PB members at next BOS meeting.
5. Future discussions:
 - Employee Handbook
6. Identify agenda items / discussions from this meeting that a majority of PB members feel should be communicated directly to any non-union employee(s).
7. Date of next Personnel Board meeting
8. Adjournment