

**BOARD/COMMITTEE: Personnel Board**

**DATE: September 23, 2015**

**TIME: 6:45 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 August 28 meeting.
3. Team meetings with Department Assistants:
  - discuss results of reviewing completed PAQs and meetings with Department Assistants
  - plan and develop response(s) to be distributed / presented to involved parties: BOS, Department Heads, and Department Assistants.
4. Identify agenda items / discussions from this meeting that a majority of PB members feel should be communicated directly to any non-union employee(s).
5. Date of next Personnel Board meeting
6. Adjournment