

BOARD/COMMITTEE: Personnel Board

DATE: January 15, 2015

TIME: 7:00 AM

PLACE: Boxborough Town Hall, Town Administrator's Office

TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

1. Public participation.
2. Approve of minutes from 1/7/15 meeting.
3. Continue preparation for Outreach meetings by:
 - reviewing and approving script drafted by Hugh and Pat
 - reviewing and approving handouts drafted by Becky
4. Discuss revised job description provided by Chief Ryder for new position of Police Lieutenant. (Anne and / or Chief Ryder)
5. Reports from Selina
 - Library
 - Veterans' Agent, Cemetery Superintendent, Animal Control Officer
6. Agenda items deferred from previous PB meetings:
 - Discuss and determine changes that will need to be made to the Personnel Plan due to the replacement of Schedules A and B by the Compensation and Classification Plan.
 - MA Paid Sick Leave Law
 - Vacation Policy. (Selina)
7. Date of next Personnel Board meeting.
8. Adjournment.