



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Thursday, January 12, 2023
Time	<b>4:00 PM</b>
Place	Town Hall 29 Middle Road, Boxborough Morse-Hilberg Room

### AGENDA

1. Call to order
2. Approve minutes of the meeting of December 19, 2022.
3. Report from Town Administrator.
4. Report from FinCom Representative.
5. Finalize and approve job description and grade for DPW Buildings & Grounds Maintenance Lead.
6. Consider revised job description and grade for Associate Town Planner.
7. Reconsider modifications to Plan proposed by Town Administrator.
  - a. Adjustments to FY2023 Classification & Compensation Schedule
  - b. Modifications to Section 2. Promotions or Reclassifications
  - c. Article XI. Leaves of Absence, Section 1 Sick Leave: Sick Leave Bank policy.
  - d. Article X. Vacations: Section 2 and Section 3
8. Vote to approve warrant item related to 2.5% wage adjustment for 2024.
9. Public Participation (on topics not otherwise indicated on the agenda).
10. Discuss Annual Activity Report to Town
11. Consider and vote on new Chair.
12. Set date for next meeting.
13. Adjourn

#### Related Materials:

- A. Minutes of meeting of December 19, 2022
- B. Proposed Plan modifications and related materials
- C. Proposed position description: **DPW Buildings & Grounds Maintenance Lead**
- D. Proposed position description: **Associate Town Planner**