



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, January 20, 2026
Time	5:30 PM
Place	Morse/Hilberg Room, Town Hall

AGENDA

1. Call to order
2. Chair comments and announcements
3. Approve meeting minutes of the meeting of December 16, 2025
4. Report from Finance Committee Representative
5. Discussion on potential salary adjustment recommendation by board for fiscal year 2027
6. Report from Select Board Representative
7. Report from Assistant Town Administrator
8. Discuss status of job descriptions
 - a. Further discussion of new Land Use & Permitting position – Conservation Agent/Sustainability Coordinator.
 - b. Job Descriptions, including Conservation Agent/Sustainability Coordinator, Assistant Treasurer/Collector, and Assistant Town Accountant
9. Annual 2025 Town Report
10. 2026 Personnel Plan Language Discussion
11. Public Participation (on topics not otherwise indicated on the agenda)
12. New Business
13. Upcoming Meeting Schedule – Next proposed meeting date – February 17, 2026 and possibly January 27, 2026
14. Adjourn

Related Materials

[Minutes of the meeting December 16, 2025](#)

[Job Description\(s\)](#)

[Town Meeting Materials](#)