



## TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday, January 27, 2026
Time	<b>5:30 PM</b>
Place	Morse/Hilberg Room, Town Hall

### AGENDA

1. Call to order
2. Chair comments and announcements
3. Report from Assistant Town Administrator
4. Discussion on potential salary adjustment recommendation by board for fiscal year 2027
5. 2026 Personnel Plan Language Discussion
6. *Approval of meeting minutes of January 20, 2026*
7. *Possible discussion 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*
8. Public Participation (on topics not otherwise indicated on the agenda)
9. Upcoming Meeting Schedule – Next proposed meeting date – February 17, 2026
10. Adjourn

### Related Materials

[Town Meeting Materials](#)

[Previous Meeting Minutes](#)

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