



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING
Agenda Revised 9/9/2020**

Board	Personnel Board
Meeting Date	Tuesday September 15, 2020
Time	8:00 AM
Place	Virtual Meeting via Zoom

Join Zoom Meeting:

<https://us02web.zoom.us/j/84276380937?pwd=VHNRaVBMTONKRvVkUHNOSWFuS1lSdz09>

Meeting ID: 842 7638 0937

Password: 769986

US (Germantown) +1 312 626 6799

US (Chicago) +1 929 205 6099

US (New York) +1 253 215 8782

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of July 14, 2020
3. **Review revised Job Descriptions for (new item on the agenda):**
 - a. **CoA Coordinator**
 - b. **Community Services Coordinator**
4. **Discuss: Town Hall turnover and exit interview Director CoA/Community Services and exit interview process (new item on the agenda)**
5. Discuss priorities for FY2021
 - a. Personnel Plan
 - b. Survey other Towns for wage adjustment for FY2022
 - c. Classification and Compensation Schedule
 - d. Job Descriptions – update, modify
6. Date for next meeting: Tuesday October 20, 2020
7. Any other business?
8. Adjourn

