



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Board	Personnel Board
Meeting Date	Tuesday October 20, 2020
Time	8:00 AM
Place	Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86995060062?pwd=S2ZoWTFpQmRYRnVkS0FKQ3hudW1lZz09>

Meeting ID: 869 9506 0062 Passcode: 947215

One tap mobile

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+13126266799,,86995060062# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

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+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 869 9506 0062 Find your local number: <https://us02web.zoom.us/j/86995060062>

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of October 6, 2020
3. Review revised Job Descriptions with possible votes to approve:
 - a. Department Assistant
 - b. Administrative Assistant
 - c. Assessor
 - d. Treasurer/Collector
 - e. Town Clerk (if completed prior to the meeting)
 - f. Other job descriptions if completed prior to the meeting
4. Vote warrant article regarding changing Town Clerk from elected to appointed
5. Town Administrator update/report

6. Discuss priorities for FY2021
 - a. Job Descriptions – update and modify
 - b. Personnel Plan
 - c. Survey other Towns for wage adjustment for FY2022
 - d. Classification and Compensation Schedule
7. Date for next meeting: Tuesday November 17, 2020 at 8 AM
8. Any other business?
9. Adjourn