



**TOWN OF BOXBOROUGH  
NOTICE OF PUBLIC MEETING**  
**Revised 11/5/2020**

Board	Personnel Board
Meeting Date	Tuesday November 17, 2020
Time	8:00 AM
Place	Virtual Meeting via Zoom

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84614330269?pwd=ZWJiUldhMWMzL24yZlplwb2NVcW1MUT09>

Meeting ID: 846 1433 0269 Passcode: 107123

**One tap mobile**

+19292056099,,84614330269# US (New York)

+13017158592,,84614330269# US (Germantown)

**Dial by your location**

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

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+1 669 900 6833 US (San Jose)

Meeting ID: 846 1433 0269 Find your local number: <https://us02web.zoom.us/j/84614330269>

**SUBJECTS TO BE DISCUSSED (AGENDA):**

1. Public Participation
2. Vote the minutes of the prior meeting of October 20, 2020
3. Review revised Job Descriptions with possible votes to approve:
  - a. Treasurer/Collector
  - b. Town Clerk
  - c. Building Inspector
  - d. Town Accountant
  - e. Finance Director – Stipend position
  - f. DPW Foreman
  - g. Animal Control Officer
  - h. Other job descriptions if completed prior to the meeting
4. **Discuss Personnel Board budget for FY2022 – new on agenda**
5. Town Administrator update/report
6. Update Exit Interviews: Assessor and DPW Admin
7. Classification and Compensation Schedule FY2021: update

8. Date for next meeting: Tuesday December 15, 2020 at 8 AM
9. Any other business?
10. Adjourn