



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89806468330?pwd=UUFGOG8xWERFcFhBYmw0cXV1enluUT09>

Meeting ID: 898 0646 8330 Passcode: 110854

One tap mobile

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+19292056099,,87847170701# US (New York)

Dial by your location

+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+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)

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of November 17, 2020
3. Classification and Compensation Schedule discussion and possible vote as to wage adjustment factor and possible Step increase
4. Town Administrator update/report
5. Personnel Board orientation for any new hires
6. Review revised Job Descriptions with possible votes to approve:
 - a. DPW Foreman
 - b. Town Accountant
 - c. Other job descriptions if completed prior to the meeting
7. Date for next meeting: Tuesday January 19, 2021 at 8 AM
8. Any other business?
9. Adjourn