



**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**
Revised Agenda

Board	Personnel Board
Meeting Date	Tuesday October 6, 2020
Time	7:30 AM
Place	Virtual Meeting via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/85179935166?pwd=SIJ5TDg3ekV2M1VyVUExb1ZZWklUdz09>

Meeting ID: 851 7993 5166

Passcode: 149592

One tap mobile

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Dial by your location

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Meeting ID: 851 7993 5166 Find your local number: <https://us02web.zoom.us/j/85179935166>

SUBJECTS TO BE DISCUSSED (AGENDA):

1. Public Participation
2. Vote the minutes of the prior meeting of September 15, 2020
3. **Review new Job Description template. Revise if needed. Vote. (new on agenda)**
4. Review revised Job Descriptions with possible vote to approve:
 - a. CoA Coordinator
 - b. Community Services Coordinator
5. Review and possible vote on FLSA status for Community Services Coordinator
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 October 20, 2020
8. Any other business?
9. Adjourn