

1. Agenda

Documents:

[2023.03.31_PERSONNEL_BOARD_AGENDA_REVISED.PDF](#)

2. Meeting Materials

Documents:

[2023.03.31_PERSONNEL_BOARD_AGENDA.PDF](#)

Town of Southborough, Massachusetts
Meeting of the Personnel Board
Friday, March 31, 2023 – 9:00 AM
McAuliffe Hearing Room, 17 Common Street, Southborough, MA

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughtown.com/remotemeetings>

REVISED AGENDA

- 1. Call to Order**
- 2. Administrative Business**
 - A. Approval of February 27, 2023 Minutes
 - B. Expenditure Ledger
- 3. Assistant Town Administrator's Report**
 - A. New Hire Report
- 4. Old Business** (*the Board may vote*)
 - A. Employee Development
 - B. Performance Appraisal Certification
- 5. New Business** (*the Board may vote*)
 - A. 2023-2024 Goals
 1. Completion of Employee Handbook
 2. Job Description Rationalization
 3. Resolution of Salary Grid Implementation Issues
 4. Vacation Synchronization
 5. Vacation for New Hires
 - B. Building Commissioner
 1. Approval of Salary Above Mid-Point
 2. Approval of Vacation (SAP Section 11b(2))
- 6. Other Business** (*the Board may vote*)

Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 7. Public Comment**
- 8. Board Calendar**
- 9. Adjournment**

Submitted by: Barry Rubenstein, Chair

**Town of Southborough, Massachusetts
Meeting of the Personnel Board
Friday, March 31, 2023 – 9:00 AM
McAuliffe Hearing Room, 17 Common Street, Southborough, MA**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughtown.com/remotemeetings>

AGENDA

- 1. Call to Order**
- 2. Administrative Business**
 - A. Approval of February 27, 2023 Minutes
 - B. Expenditure Ledger
- 3. Old Business** *(the Board may vote)*
 - A. Employee Development
 - B. Performance Appraisal Certification
- 4. New Business**
 - A. 2023-2024 Goals
 1. Completion of Employee Handbook
 2. Job Description Rationalization
 3. Resolution of Salary Grid Implementation Issues
 4. Vacation Synchronization
 5. Others
- 5. Other Business** *(the Board may vote)*

Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 6. Public Comment**
- 7. Board Calendar**
- 8. Adjournment**

Submitted by: Barry Rubenstein, Chair