



**MEETING POSTING
IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§ 18-25**

Personnel Board	November 1, 2016
Board/Committee Name	Date of Notice
Town of West Boylston Offices	Room #210
Meeting Place	Conference Rm. No.
November 9, 2016/7:00 PM	<i>Larry L. Chism</i>
Date/Time of Meeting	Clerk of Board or Bd. Member Signature
Meeting canceled/Postponed to: _____	
Date of cancelation/Postponement _____	

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please note the hours of the Town Clerk's Office to ensure that your posting has satisfied this requirement.

List of the topics that the chair reasonably anticipates will be discussed at the meeting below and submit to the Town Clerk. Use additional sheets if required.

Agenda

7:00 PM Call to Order

- I. Approval of Minutes Reports
 - a. Review/Approve Minutes Report for 10/4

- II. PEG TV Jobs - Update
 - a. Review/Discuss **Draft** Job Descriptions for Production Asst. & Access Coordinator
 - b. Discuss/Confirm **Rate of Pay** for Production Asst. & Access Coordinator
 - c. Discuss/Proceed with Internal & External advertisement of both Jobs

- III. The Town Clerk & Asst. Town Clerk Positions
 - a. Review/Discuss **Draft** Town Clerk Job Description
 - b. Discuss/Confirm **Rate of Pay** for Town Clerk position
 - c. Review/Discuss Asst. Town Clerk Work Hrs. Increase & Pay Grade Adjustment

- IV. COLA (Cost of Living Adjustment)
 - a. Begin COLA discussions for FY18

- V. Old/Misc. Business & Adjourn

- a. Brief Revisit Cemetery Superintendent Position – Re DPW Meeting request
- b. Brief Revisit of FLSA (Fair Labor Standards Act)
- c. Adjourn