



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

Personnel Board	12/20/2018
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
January 2, 2019/6:00PM	<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

6:00 PM Call to Order

I. Approval of Previous Minutes Reports

a. Review/Approve 11/28/18 Meeting Minutes Report

II. Town Administrator (TA) Search Inquiry

a. Status on # Candidate Applicants, Planned Phone Screens, Scheduled In-person Interviews, etc.

b. Review/Discuss TA Absence & Impact on Project Progressions & Completion Timelines

III. Wage & Classification Study Update

a. DOR Funding Approval

- b. Assigned Project Manager – Mary Aicardi of UMass Boston, Edward J. Collins, Jr. Center for Public Management
- c. Review/Discuss Proposed Scope of Work Outline
- d. Identify Potential Meeting Dates w/Ms. Aicardi

IV. Job Descriptions Edit Updates – By Dept.'s

- a. Council on Aging
- b. Fire Department
- c. Any Misc. Job Descriptions: Ex. Administrative Assessor

V. Personnel Bylaws – Continued Review & Discussion

- a. Grievance Procedures
- b. Installing a “Professional Code of Conduct” in the Workplace Clause

VI. Misc.

- a. Tentative Meeting Date – Mary Aicardi (Wage Study)
- b. Tentative Meeting Date – Dept. Heads & Job Description Edits
- c. Adjourn Meeting