



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

Personnel Board	2/6/2019	
Board/Committee Name	Date of Notice	
Town of West Boylston Offices	#120	
Meeting Place	Conference Rm. No.	
	February 11, 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 1/2/19 Meeting Minutes Report

II. Fire Department – Chief Tom Welsh

a. Review Non-Union Firefighters Job Description & Wages

b. Review Non-Union EMT Job Description & Wages

III. Dept. of Public Works

a. Administrative Assistant Job Description – Review & Recommend any updates/changes.

IV. Library Department – Job Descriptions Updates

- a. Review & Discuss Director Job Description ONLY
- b. Review & Discuss YA Librarian Job Description & Grade Level
- c. Review & Discuss Asst. Director and Head of Children Services Job Descriptions & Pay Scale

V. Council on Aging

- a. Review & Discuss Updated Job Descriptions

VI. Misc.

- a. Setting Tentative Meeting Date – Mary Aicardi (Wage Study)
- b. Brief Discussion re Agenda Items for Next Meeting – Personnel Bylaws: Grievance Procedures & Professional Conduct in Work Place
- c. Adjourn Meeting