



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

Personnel Board	January 5, 2017
Board/Committee Name	Date of Notice
Town of West Boylston Offices	Room #120
Meeting Place	Conference Rm. No.
January 19th 2017/6:00 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

6:00 PM Call to Order

- I. Approval of Minutes Reports
 - a. Review/Approve 12/19/16 Meeting Minutes Report
- II. Cemetery Superintendent Position
 - a. Q&A Session with BoS & Cemetery Trustee Representatives
 - b. Continue discussion & review of next steps regarding recommendation to BoS on “Cemetery Superintendent” position
- III. Cable Positions Job Description
 - a. Review/Approve Revisions to Access Coordinator Job
 - b. Review/Approve Revisions to Production Assistant Job
- IV. FY18 COLA (Cost of living Adjustment)
 - a. Review FY18 COLA for Upcoming FY18 Budget
- V. Misc. Business & Adjournment