



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

Personnel Board	11/8/2017
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
November 21, 2017/6:00PM	<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 Minutes Reports & New Business
 - a. Review/Approve 10/3/17 Meeting Minutes Report

- II. Asst. Cemetery Superintendent Position
 - a. Review/Discuss – Wage/Compensation (Seasonal FT etc.)
 - b. Review/Discuss – Work Schedule (Proposed Hours vs. Actual Hours)
 - c. Review/Discuss – Vacation, Sick & Personal Time
 - d. Discuss Comments/Questions – Cemetery Board
 - e. Discuss Comments/Questions – Cemetery Superintendent

- III. PEG Employees Wage Review
 - a. Review/Discuss Pay Grade

- b. Review/Discuss Compensation
- c. Decision on Pay Grade & Compensation

IV. Misc. Business & Adjournment

- a. Update on Town Clerk Search
- b. Adjourn