



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

Personnel Board	December 8, 2016
Board/Committee Name	Date of Notice
Town of West Boylston Offices	Room #210
Meeting Place	Conference Rm. No.
December 19, 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 11/9

- II. Meeting with DPW Director
 - a. Discuss DPW Current Status
 - b. Q&A Regarding Cemetery Superintendent Position

- III. New/Misc. Business & Adjourn
 - a. Update – Meeting Overview/Debrief with Cemetery Superintendent
 - b. Update – Changes in Cable Access Coordinator & Production Assistant Job Descriptions
 - c. Update – New Personnel Board Member Candidate/Prospect
 - d. Adjourn