



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

Personnel Board	3/11/2019
Board/Committee Name	Date of Notice
Town of West Boylston Offices	#120
Meeting Place	Conference Rm. No.
March 26, 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 2/11/19 Meeting Minutes Report

- II. Introduction: Mary Aicardi, Project Manager – Wage & Classification Study
 - a. Review of Proposal & Scope of Work
 - b. Board Members Q & A Session

- III. Wage Study Preparation Update: Job Descriptions
 - a. DPW – Review Status & Any Issues
 - b. Fire Dept. – Review Status & Any Issues
 - c. Library Dept. – Review Status & Any Issues
 - d. COA – Review Status & Any Issues

- e. Wage Study Next Steps!

IV. Personnel Bylaws – Brief Review & Discussion

- a. Grievance Procedures – Updates?
- b. Professional Conduct in the Work Place – Updates?

V. Misc.

- a. Next Tentative Meeting Date
- b. Adjourn Meeting