



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

<b>Personnel Board</b>	<b>September 16, 2016</b>
Board/Committee Name	Date of Notice
<b>Town of West Boylston Offices</b>	<b>Room #120</b>
Meeting Place	Conference Rm. No.
<b>September 26, 2016/7:00 PM</b>	<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. Board of Cemetery Trustees – Superintendent Job Review
  - a. Discussion/Review of Letter sent to Town Administrator by Cemetery Trustees
  - b. Discussion/Review of evolution of Superintendent duties since 1996
  - c. Discussion/Review of chart comparing similar positions in area towns
  - d. Discussion/Review of Proposed Revisions of Superintendent Salary & Responsibilities
  
- II. Personnel Board Members
  - a. Discuss/Review Cemetery Trustees Comments & Recommendations for Superintendent job Reclassification.
  
- III. Executive Session
  
- IV. Wage Schedule/Scale Review – PEG TV
  - a. Addition of two positions, Access Coordinator & Assistant
  - b. Discussion/Review of Current 1099 Status & Proposed Changes
  
- V. New &/or Miscellaneous Business
- VI. Adjourn