



**Boxford Personnel Board Meeting  
Monday, December 13, 2021 5:00 PM  
Town Hall Conference Room 2**

**AGENDA**

1. Review and discuss Board purpose with Town Administrator
  - a. Historical references
  - b. Annual deliverables
  - c. Anticipated projects
  
2. Review of Pending Personnel Issues
  - a. Open positions to be filled (Fire department captain, other)
  - b. Assistant Town Clerk Hour rate
  
3. Annual Review and Evaluation Process
  - a. Kickoff meeting with staff
  - b. Communication with other boards
  - c. Timetable and deliverables

Posted on Thursday, December 9, 2021 at 10:12am by Robin Phelan, Town Clerk