

TOWN OF NATICK

Meeting Notice

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, SECTIONS 23A -23C

PERSONNEL BOARD

Board or Committee

PLACE OF MEETING

In-Person Meeting-School Committee Meeting
Room (3rd Fl.) & Virtual via Zoom

DAY, DATE AND TIME

Monday, November 20, 2023 @ 4:00pm

Join Zoom Meeting

<https://us06web.zoom.us/j/89432926517?pwd=c7iicB0YG93K4pZKQ29dXw8umPGnyj.1>

Meeting ID: 894 3292 6517

Passcode: 825152

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AGENDA

- 1) **Public Speak / Citizen's Concerns** - Any individual may raise an issue that is not included on the agenda and it will be taken under advisement by the Personnel Board. There will be no opportunity for debate during this portion of the meeting. Any individual addressing the Board during this section of the agenda shall be limited to five minutes.
- 2) **Review of Existing Job Description**
 - Sanitarian
 - Executive Assistant-Library
- 3) **Review of New Job Description**
 - IT Infrastructure & Project Manager
 - Sustainability Coordinator
- 4) **Wage Survey Update**
- 5) **Approve October 16, 2023 Meeting Minutes**