

**Town of Southborough, Massachusetts
Meeting of the Personnel Board
Monday November 17, 2025 – ~~8 a.m.~~ 8:30 a.m..
Virtual Meeting**

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://ma-southborough.civicplus.com/674/Virtual-Meetings>

REVISED AGENDA

- 1. Call to Order**
- 2. Public Comment**
- 3. Administrative Business**
 - A. Approve minutes from October 17, 2025
 - B. Employee Transition Report
 - C. Approve Committee and Board signature authorization form
- 4. Board Discussion/Approval** *(the Board may vote)*
 - A. Recap of Special Town Meeting votes
 - B. Request to review Business Administrator [DPW] job description and classification
 - C. Request for professional development funding [Recreation]
 - D. Approve transition under Section 8(a) of the SAP [Barry]
 - E. Timeline for addressing FY27 updates of the SAP [including the Classification Schedule and grid]
 - F. Approve FY27 Personnel Board budget; discuss scope & funding of salary study
 - G. Vote to reorganize the Board
- 5. Other Business** *(the Board may vote)*

Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
- 6. Board Calendar**
- 7. Adjournment**

Submitted by: Jason Malinowski, Chair

Revised agenda notations:

- * Strikethrough indicates a deletion
- ** Bold, italicized items are additions