



# TOWN OF UPTON, MASSACHUSETTS

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## PERSONNEL BOARD

**Meeting Posting & Agenda**  
**June 12, 2025**  
**7:30 P.M.**  
**Town Hall Room G07**

**1.0 Call Meeting to Order**

**2.0 Review the Meeting Agenda**

**3.0 Approval of Previous Meeting Minutes**

**4.0 Discussion Items**

4.1 Discuss Updates to Job Description

4.1.1 Department Specialist – ESS

4.1.2 Department Coordinator/EMT

4.2 Recommendation for Merit Increases

4.3 Discuss Proposed Merit Steps and Merit Bonuses Policy

**5.0 New Business\***

**6.0 Adjourn Meeting**

*\*This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the public comment period by other members of the Committee, by staff or others.*