

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
May 22, 2018 8:00 am

Members Present: M. Jones (MJ); D. Cohen (DC); M. Peabody (MP)
Town Administrator Nan Balmer and Board of Selectmen Chair Lea Anderson were also present.

M. Jones called the meeting to order at 8:07 am.

Public Comment

None

Executive Assistant

The Town Administrator requested to hire a candidate for the position of Executive Assistant at Step 9. The Board discussed whether Step 9 was appropriate considering the requirements and classification of the position relative to other positions, the qualifications of the candidate, and factors affecting the transition of staffing in the Town Administrator’s Office.

D. Cohen moved to authorized the Town Administrator to hire the candidate for the position of Executive Assistant at Step 9. M. Peabody seconded the motion. Three members having voted in the affirmative, the motion passed.

The meeting adjourned at 8:25 am.

Nan Balmer
Town Administrator

Documents from Personnel Board Meeting
Regular Session
May 22, 2018

No documents were used at this meeting.