

## **Personnel Board**

### **Proposed Agenda**

Town Building

41 Cochituate Road, Wayland, MA

Thursday, June 18, 2020, 9:00 AM

**“\*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting on WayCAM. Public Comment will be received by Phone at 508-358-6812 for this meeting. The phone number will be active during the public comment portion of the meeting. Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.”**

- 9:00 AM 1. Call to order by Chair
- Review of agenda for the public
- 9:05 AM 2. Announcements and Public Comment
- 9:10 AM 3. Discussion of Annual Report for year ending June 30, 2020.
- 9:15 AM 4. Discussion and possible vote for the Assistant Town Administrator position update.
- 9:25 AM 5. Discussion and possible vote the reclassification and new job description for the Assistant Town Administrator position.
- 9:40 AM 6. Discussion and possible vote to approve the minutes of 2/20/20 and 2/25/2020.
- 10:00 AM 7. Discussion of plans for next meeting date.
- 10:05 AM 8. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting, if any.
- 10:10 AM 9. Adjourn