

MEETING NOTICE
TOWN OF WAYLAND

(As required by MGL Chapter 30A, sections 18-25)

Please email all meeting notices to townclerk@wayland.ma.us

Town Clerk Date Stamp
Posted Feb 2, 2024 @ 9:00 AM

Board/Committee Name: Personnel Board
Day/Date: Wednesday, February 7, 2024
Time of Meeting: 4:00pm
Location: virtual via Zoom

One may watch or may participate remotely with the meeting link that can be found at <https://www.wayland.ma.us/public-body-meeting-information-virtual-inperson-and-hybrid>

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted. This meeting may be recorded which will be made available to the public on WayCAM as soon after the meeting as is practicable.

AGENDA

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| 4:00 pm | 1. Call to Order |
| 4:01 pm | 2. Announcement and Public Comment |
| 4:10 pm | 3. Discussion of memorandum from Town counsel with analysis of role of Personnel Board following adoption of the Town Manager Act. |
| 4:30 pm | 4. Discussion of proposed Warrant Article to amend Chapter 43 Personnel Bylaw. |
| 4:50 pm | 5. HR Manager Report: <ul style="list-style-type: none">• Update on proposed staffing changes for Fiscal Year 2025• Recruitment and retention efforts and update on staffing level and turnover• Discussion of next steps on personnel policies for the Board to review• Discussion of development of a work from home/flexible work policy |
| 5:05 pm | 6. Discussion and approval of meeting minutes: January 17, 2024 if available. |
| 5:10 pm | 6. Topics not reasonably anticipated 48 hours in advance, if any. |
| 5:15 pm | 7. Next meeting date |
| 5:20 pm | 8. Executive Session <ul style="list-style-type: none">I. Pursuant to Massachusetts General laws, Chapter 30A, Section 21 (a)(3) to review and review the executive session minutes from December 19, 2023 with the intent to hold said minutes. |
| 5:30 pm | 9. Adjourn |