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

Board/Committee Name: Personnel Board

Day/Date: Monday, May 15, 2023

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 20 of the Acts of 2021, 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

4:00 pm	1. Call to Order
4:01 pm	2. Announcement and Public Comment.
4:10 pm	3. Town Manager introduction to Personnel Board Members.
4:15 pm	4. Discussion on next steps in review of Personnel Bylaw.
4:30 pm	5. Discussion and possible vote to approve reclassification of the Library Director position and to amend the job description.
4:50 pm	6. Discussion and possible vote to approve the grade and updates to the job description for the Recreation Program Assistant.
5:05 pm	7. Discussion and possible vote to approve the step for the Administrative Assessor.
5:15 pm	8. Discussion and possible vote to approve vacation carryover for Fire Personnel.
5:30 pm	9. Discussion of process for review of executive session minutes for possible release.
5:40 pm	10. Personnel Board transition discussion with Miranda Jones.
5:55 pm	11. Discussion and approval of meeting minutes: April 4, 2023 and April 26, 2023 if available.
6:05 pm	12. Personnel Board members' reports and concerns.
6:15 pm	13. Topics not reasonably anticipated 48 hours in advance, if any.
6:20 pm	14. Next meeting date.
6:25 pm	15. Adjourn