

**MEETING NOTICE**  
**TOWN OF WAYLAND**

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

*Please email all meeting notices to [townclerk@wayland.ma.us](mailto:townclerk@wayland.ma.us)*

**Town Clerk Date Stamp**

**Board/Committee Name:** Personnel Board  
**Day/Date:** Tuesday, June 13, 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 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 and possible vote to approve the reclassification, job description changes and change from part-time to full-time for the Secretary for the Fire Department.  |
| 4:30 pm | 4. Discussion and possible vote to approve the step for an IT Senior Systems Administrator.   |
| 4:40 pm | 5. Discussion and possible vote to approve changes to the Human Resources Assistant job description.  |
| 4:30 pm | 6. Discussion and possible vote to approve the job description for the Community Services Officer.  |
| 4:40 pm | 7. Discussion of Personnel Board bylaw review, data gathering and next steps.   |
| 4:55 pm | 8. Personnel Board membership discussion.   |
| 5:05 pm | 9. Discussion to develop a process for review and possible release of Executive Session minutes.  |
| 5:15 pm | 10. Discussion of Personnel Board meeting recordings posted on WayCam.  |
| 5:20 pm | 11. Human Resources Manager report: <ul style="list-style-type: none"><li>• Discussion of possible four-day work-week for Town personnel.</li><li>• Update on recruitment and hiring of Town personnel.</li></ul> |

- 5:40 pm 12. Discussion and approval of meeting minutes: April 26, 2023, May 15, 2023 if available.
- 5:50 pm 13. Personnel Board Members report's and concerns.
- 6:00 pm 14. Topics not reasonably anticipated 48 hours in advance, if any.
- 6:05 pm 15. Next meeting date
- 6:10 pm 16. Adjourn