

**TOWN OF WAYLAND - TOWN CLERK'S OFFICE**  
**NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS**  
Posted in accordance with the provisions of the Open Meeting Law  
[www.mass.gov/ago/openmeeting](http://www.mass.gov/ago/openmeeting)

WAYLAND TOWN CLERK  
2022 OCT -6 AM 11:36

**NAME OF BOARD/COMM:** Personnel Board  
**FILED BY:** Katherine Ryan  
**DATE OF MEETING:** Wednesday, October 12, 2022  
**TIME OF MEETING:** 4:00 p.m.  
**PLACE OF MEETING:** Virtual via Zoom. Please see below.

*\*Note: Items may not be discussed in the order listed or at the specific time estimated. Times are approximate.*

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.

**AGENDA**

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|---------|---|
| 4:00 pm | 1. Call to Order  |
| 4:01 pm | 2. Announcement and Public Comment  |
| 4:15 pm | 3. Discussion and possible vote to approve the job description and reclassification of the DPW Transfer Station Foreman.  |
| 4:25 pm | 4. Discussion and possible vote to approve the job description and reclassification of the DPW Heavy Equipment Operator/Transfer Station.   |
| 4:35 pm | 5. Discussion and possible vote to approve the job description of the DPW Mechanic/Welder/Transfer Station.   |
| 4:45 pm | 6. Discussion and possible vote to approve the job description and reclassification of the DPW Waste Water Management District Commission Account Specialist.                         |
| 5:00 pm | 7. Discussion and possible vote to approve the step for the Administrative Assessor.  |
| 5:15 pm | 8. Discussion and possible vote to make a formal request to the Select Board to review and re-write Chapter 43 of the Town By-Laws regarding the Personnel Board's power and duties.  |
| 5:35 pm | 9. Review/discussion and response to an Open Meeting Law complaint filed by George Harris, dated September 28, 2022 with respect to approving meeting minutes of the Personnel Board. |
| 5:55 pm | 10. Discussion and approval of meeting minutes: July 28, 2022, August 15, 2022, August 26, 2022 and September 13, 2022  |
| 6:15 pm | 11. Discussion regarding recording of Personnel Board meetings on WayCam.   |
| 6:30 pm | 12. Discussion regarding documents to be included in Personnel Board member packets.  |
| 6:50 pm | 13. Topics not reasonably anticipated 48 hours in advance, if any.  |
| 7:00 pm | 14. Next meeting date   |
| 7:15 pm | 15. Adjourn   |