

**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:** Monday, December 5, 2022  
**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 REVISED**

- |         |   |
|---------|---|
| 4:00 pm | 1. Call to Order  |
| 4:01 pm | 2. Announcement and Public Comment  |
| 4:10 pm | <b>3. Discussion and possible vote to approve the job descriptions for Administrative Sergeant and Detective Sergeant.</b>                                      |
| 4:30 pm | 4. Discussion and possible vote to approve vacation carryover for DPW employees.  |
| 4:50 pm | 5. Discussion and possible vote to approve the job description and grade for the Department Assistant position in the Town Clerk's Office.                      |
| 5:10 pm | 6. Discussion of Chair position and possible vote to reorganize the Personnel Board.  |
| 5:30 pm | 7. Update on Open Meeting Law Complaint.  |
| 5:40 pm | 8. Discussion on suggested changes to the Personnel Board By-Law.   |
| 6:00 pm | 9. Discussion and approval of meeting minutes: November 15, 2022  |
| 6:05 pm | 10. Topics not reasonably anticipated 48 hours in advance, if any.  |
| 6:15 pm | 11. Next meeting date   |
| 6:20 pm | 12. Executive Session   |
|         | I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(3), to discuss a grievance with the New England Police Benevolent Association Local 176. |
| 6:40 pm | 12. Adjourn   |