

**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, February 7, 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. Discussion and possible vote to approve revisions to the Sustainability Manager job description.   |
| 4:25 pm | 4. Discussion and possible vote to approve revisions to the DPW Project Manager job description.  |
| 4:30 pm | 5. Discussion and report on Personnel Policies revised and approved by the Personnel Board.   |
| 4:45 pm | 6. Discussion on proposed Town Meeting article to Update the Town's Personnel Handbook, Policies and Procedures and Town Code Chapter 43 Personnel.             |
| 5:15 pm | 7. Discussion and approval of meeting minutes: January 17, 2023 if available.   |
| 5:25 pm | 8. Topics not reasonably anticipated 48 hours in advance, if any.   |
| 5:35 pm | 9. Next meeting date  |
| 5:40 pm | 10. 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. |
| 6:00 pm | 11. Adjourn   |