

Revises Agenda Posted on April 20, 2022 @ 1:20pm
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

NAME OF BOARD/COMM: Personnel Board

FILED BY: Katherine Ryan

DATE OF MEETING: Tuesday, April 26, 2022

TIME OF MEETING: 5:00 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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| 5:00 pm | 1. Call to Order |
| 5:01 pm | 2. Announcement and Public Comment |
| 5:05 pm | 3. Enter into Executive Session. |
| | I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(3), to review and potential vote to approve, hold or release the executive session minutes of March 15, 2022. |
| 5:20 pm | 4. Discussion and possible vote to approve Director of Assessing reclassification Step. |
| 5:30 pm | 5. Discussion and possible vote to approve job description for Town Clerk position. |
| 5:50 pm | 6. Discussion and possible vote to approve the job description and reclassification of the IT Business Analyst. |
| 6:05 pm | 7. Discussion and possible vote to approve the job description and reclassification of the Conservation Land Manager. |
| 6:25 pm | 8. Discussion and possible vote to approve the classification grade and step of the Library Circulation Assistants. |
| 6:40 pm | 9. Discussion and possible vote to approve the job description for the Council on Aging Outreach Coordinator position. |
| 7:00 pm | 10. Discussion and approval of meeting minutes: March 15, 2022 |
| 7:15 pm | 11. Discussion and possible vote regarding recording and posting of Personnel Board meetings on WayCam. |
| 7:40 pm | 12. Discussion of HR Manager and Personnel Board's working relationship and effect of new Town Manager Act. |
| 8:00 pm | 13. Topics not reasonably anticipated 48 hours in advance, if any. |

8:15 pm 14. Next meeting date

8:30 pm 15. Adjourn