

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, September 13, 2022
TIME OF MEETING: 6:00 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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| 6:00 pm | 1. Call to Order |
| 6:01 pm | 2. Announcement and Public Comment |
| 6:10 pm | 3. Discussion and possible vote to approve the job description and grade for the Sustainability Manager position. |
| 6:20 pm | 4. Discussion and possible vote to approve the step for the new Treasurer/Collector. |
| 6:35 pm | 5. Discussion and possible vote to approve the reclassification for the Assistant Town Manager. |
| 6:50 pm | 6. Discussion and possible vote to approve the job description for the Children's Librarian. |
| 7:00 pm | 7. Discussion and possible vote to approve the job description and reclassification of the DPW Transfer Station Foreman. |
| 7:15 pm | 8. Discussion and possible vote to approve the job description and reclassification of the DPW Heavy Equipment Operator/Transfer Station. |
| 7:30 pm | 9. Discussion and possible vote to approve the job description of the DPW Mechanic/Welder/Transfer Station. |
| 7:45 pm | 10. Discussion and possible vote to approve the job description and reclassification of the DPW Waste Water Management District Commission Account Specialist. |
| 8:00 pm | 11. Discussion and possible vote to approve the job description and reclassification for the Senior Clerk in the Dept. of Public Health. |
| 8:15 pm | 12. Discussion and possible vote to approve the Annual Report for the Personnel Board. |
| 8:30 pm | 13. Discussion and approval of meeting minutes: June 8, 2022, July 28, 2022, August 15, 2022, August 22, 2022, and August 26, 2022 |
| 8:45 pm | 14. Topics not reasonably anticipated 48 hours in advance, if any. |
| 8:50 pm | 15. Next meeting date |
| 9:00 pm | 16. Adjourn |

TOWN CLERK
WAYLAND TOWN
2022 SEP -7 PM 3:50

