

**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)

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Personnel Board

FILED BY: John Senchyshyn

DATE OF MEETING: November 18, 2013

TIME OF MEETING: 6:30 pm

PLACE OF MEETING: Wayland Town Building

NOTE: Notices and agendas are to be posted at least 48 hours in advance of the meetings excluding Saturdays, Sundays, and legal holidays. Please keep in mind the Town Clerk's business hours of operation and make the necessary arrangements to be sure this notice is received and stamped in an adequate amount of time.

**PERSONNEL BOARD**

Proposed Agenda

November 18, 2013

6:30 pm

- 6:30 Public Comment
- 6:40 Approval of Minutes
- 6:45 Next Steps in Town Administrator Search Process
  - Questions for Consultant Interviews
  - Discussion of Recommended Steps in Search to Hire Process
  - Outline Strategy for Community Involvement
  - Additional Recommendations from the Personnel Board
- 7:10 DPW Warrant Article Update
  - Assistance from the Personnel Board
- 7:20 Joint Meeting with the Board of Selectmen
  - Next Steps in Town Administrator Search Process
  - Consultant Interviews
- 9:55 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any.
- 10:00 Adjourn

NOTE: Per changes to the Open Meeting Law, notice of any meeting of a public body shall include "A listing of topics that the chair reasonably anticipates will be discussed at the meeting". AG's Office guidelines state that the list of topics shall have sufficient specificity to reasonably advise the public of the issue to be discussed. Please list those topics on the above agenda.