

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

PLEASE TYPE OR PRINT LEGIBLY

NAME OF BOARD/COMM: Personnel Board

FILED BY: John Senchyshyn

DATE OF MEETING: December 15, 2015

TIME OF MEETING: 7:10 pm

PLACE OF MEETING: 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

- 7:10 Public Comment
- 7:15 Review and Potential Vote to Approve Minutes of 11/18/15 and 11/30/15
- 7:20 Discussion and Potential Votes Regarding Reclassification Requests
 - o Administrative Assistant – Police
 - o Benefits Manager
- 7:50 Discussion and Potential Votes Regarding Job Description
 - o Finance Assistant-Payroll
 - o Joint Communications Dispatch Coordinator
 - o Recreation Assistant Director
 - o IT Director
- 8:30 Review, Discussion and Potential Vote on ATM Warrant Article
 - o Discussion on Application of Minimum Wage Law for FY 17
- 8:45 Review and Potential Vote on CY 2015 Vacation Carryover
- 9:00 Executive Session – Discussion of Collective Bargaining Regarding Police and Fire Contract Negotiations; Discussion and Potential Review of MOA regarding Police Grievance; and Potential Vote to Approve Executive Session Minutes of 10/19/15, 11/18/15 and 11/30/15
- 9:25 Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any
- 9:30 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.