TOWN OF YARMOUTH
1146 ROUTE 28, SOUTH YARMOUTH, MASSACHUSETTS 02664-4492
Telephone (508) 398-2231 Ext. 1271, Fax (508) 398-2365

TOWN ADMINISTRATOR
Daniel M. Knapik

DIRECTOR OF HUMAN RESOURCES
Sarah O'Reilly

Town of Yarmouth Personnel Board

Per M.G.L.: A public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. 30A, § 18, and the Governor's March 15, 2020, Order imposing a limitation on the number of people that may gather in one location, this meeting will be conducted via remote participation. Specific information such as instructions and guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town website at www.yarmouth.ma.us. For the public portion of this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

1. Join the meeting hosted in Zoom by using the following link:
https://us02web.zoom.us/j/86318875862?pwd=Y2RuNUZEMXBISWo1N25IWnNGUGxudz09
2. Audio, video and screen sharing functions will be disabled during the public session. Request to participate by using the "raise hand" function. (meeting ID: 863 1887 5862)
3. You may also listen to the meeting by calling in on a phone to either 1 646 558 8656 and enter the meeting ID 863 1887 5862or one tap mobile: +19292056099,,86318875862#,,,,,,0#,,981554# Audio, video and screen sharing functions will be disabled. Smart phone callers may be able to participate by using the "raise hand" function. Land line callers will be able to listen, but not participate verbally. All callers, or viewers may participate and provide public comment by using a designated email indicated below.
4. You may submit comments to the Town using the following email: humanresources@yarmouth.ma.us This email will be monitored by a moderator who will alert the Board Chair of relevant comments.
5. Meeting materials are attached to this agenda, available online at yarmouth.ma.us/Agenda Center, and will be displayed at the online meeting. It is recommended that phone participants access materials in advance of the meeting.
6. Please follow the following general instructions:
a. Keep your phone muted at all times when not talking;
b. Do not use speakerphone;
c. Do not use Bluetooth devices;
d. Mute all background noise;
e. Mute the livestream feed and use only the telephone audio;
f. Please do not speak until the chair or the meeting moderator asks for public comments or questions.

No in-person attendance of members of the public will be permitted. The measures stated above follow the emergency order of the Governor for remote participation.

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Notice of Meeting

Name of Committee or Board: Personnel Board

Date of Meeting: September 10, 2020

Time: 2:30 pm

Place: Remote Participation

Agenda Items:

I. Public Comment

II. August 11, 2020 Meeting Minutes Approval

III. Water Tech II, III, IV, V job description review, grading and possible vote

IV. Office Assistant Job Description review, grading and possible vote

V. Assistant Town Clerk Job Description review, grading and possible vote

VI. Miscellaneous Compensation Schedule review and possible vote (if time permits)

VII. Continue Review of Town of Yarmouth Position Rating Manual (if time permits)

VIII. Staff and Committee Updates

IX. Personnel Board proposed Meeting: October 15, 2020 – 2:30pm

X. Adjourn