

Personnel Board Meeting
Wayland Town Building – Selectman's Office
Minutes
September 11, 2019 – 5:30 p.m.

Members present: J. Green (JG), M. Jones (MJ), D. Cohen (DC), P. Schneider (PS), M. Peabody (MP)

Also present: Town Administrator Louise Miller (LM) and Human Resources Manager Kathleen Buckley (KB)

JG called the meeting to order at 5:30 p.m.

Public Comment
None

Update on Financial Summit and Anticipated Town Personnel Changes

LM reported to the Board that she presented a financial overview to the Finance Committee and School Committee at the Board of Selectman's September 9, 2019 meeting. LM reported the Town is currently entering the budget process.

There are two issues that the PB will need to review at a future meeting:

1. Transferring two IT employees' salaries from the School Committee's budget to the Town's budget. Currently these two employees are overseen by the Town's IT Department. One employee has just resigned to take a similar job in Wellesley at a much higher rate of pay (\$90K versus \$65K).

2) The Town wants 5 new FTEs in its budget. PB has already approved several of these positions but Fin Comm has not approved the funding of them. The PB will need to review and determine whether to approve two FTE positions:

- a. A new position in the Facilities Department, similar to the Business Manager position in the DPW and Library.
- b. A new position in the Engineering Department, e.g. Junior Engineer to whom the Town Engineer can delegate tasks.

LM reported that she is currently working on budget guidelines with Brian Keveney.

Update on PB's Annual Report – July 1, 2018, through June 30, 2019

JG presented and the Board discussed and revised the draft Annual Report.

DC moved to approve the Annual Report as amended. MP seconded the motion. Five members voting in the affirmative, the motion passed.

Discussion of Meeting Minutes

The Board reviewed and discussed the minutes of April 3, 2018, May 8, 2018, and June 12, 2018. The June minutes indicate the Board approved the April 2018 and May 2018 minutes at the June 2018 meeting. The Board discussed that the wrong minutes for April 2018 and May 2018 currently are posted on the Town's website. KB will have the incorrect minutes removed and the correct minutes posted.

Executive Session

At 6:05 p.m. JG moved that the PB enter executive session pursuant to Mass. Gen. L. c. 30A, §21(a)(3) to approve and hold PB minutes of Executive Sessions January 10, 2019, and July 30, 2019. The Board anticipated being in Executive Session for 20 minutes. MJ seconded the motion.

JG took a roll call vote:

Member Schneider: Aye
Member Cohen: Aye
Member Peabody: Aye
Member Jones: Aye
Chair Green: Aye

The Board returned to open session at 6:30 p.m.

The Board scheduled its next meeting for October 7, 2019, at 8:45 p.m.

There being no further business, DC moved to adjourn at 6:30 p.m. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.



Miranda Jones
Member

Documents from Personnel Board Open Meeting
September 11, 2019

Draft Annual Report – July 1, 2018, through June 30, 2019