

Personnel Board Meeting  
Wayland Town Building  
Open Session Minutes  
January 30, 2020 at 8:30am

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

Also present: Kathleen Buckley (KB), Human Resources Manager

JG called the meeting to order at 8:45am

Public Comment  
None

The Board agreed to take the agenda items out of order because Louise Miller (LM), Town Administrator, was delayed.

Discuss and Possibly Approve Minutes from November 12, 2019 Meeting

The Board noted that the agenda for the January 30, 2020 meeting referred to these minutes as the “minutes of November 7, 2019”, but in fact the meeting had been held on November 12.

The Board discussed the draft minutes from the November 12, 2019 meeting.

PS moved to approve the minutes of November 12, 2019 as amended. MP seconded. Five members having voted in the affirmative, the motion passed.

LM joined the meeting at 8:50am.

Discuss and Possible Vote on Town Meeting Article Items:

1) Discuss and Possible Vote to Update Salary Tables

LM stated that the Town is going to review the salary tables that were included in last year’s warrant with the goal of cleaning up any inaccuracies that may exist. LM stated that the salary tables will only be updated after collective bargaining agreements are settled, and that the non-union table (N-scale) will not be updated until after the collective bargaining agreements are settled.

2) Discuss and Possible Vote to Consolidate the Steps Associated with Library Clerks and Part-Time Professionals

The Board reviewed the salary table for the non-union library clerks (15 steps) and part-time library weekend professionals (12 steps); both have a greater number of steps than most other Town positions and there is not much difference in the pay rates among many of the steps. LM stated that the Town would like to consolidate the salary table so fewer steps would exist for each of these positions.

MJ moved that the Board authorize LM to take appropriate actions to reduce the number of steps associated with the non-union library clerks and part-time weekend professionals to no more than 8 steps each, within the same general pay range as exists under the current salary

table. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

### 3) Discuss and Vote to Adjust the Minimum Wage to Reflect Massachusetts General Law

LM stated that the MA minimum wage increased to \$12.75 per hour in January, 2020, and will continue to increase each year until it reaches \$15.00 per hour. There are some positions where incumbents are not being paid sufficiently to comply with the minimum wage rate that went into effect in January, and the Town does not currently have the authority to increase their pay rate until July, 2020. LM stated that there is sufficient money in the budget for the Town to pay at the proper minimum wage rate to comply with MA law. To ensure that this situation did not repeat itself as the minimum wage continues to increase year over year, the Board agreed that the Town should reflect the mandated increases in minimum wage for 2020 and 2021 in the salary tables for applicable positions in the warrant for the upcoming Town Meeting.

MJ moved that the Board authorize the Town to pay every Town employee in accordance with the MA minimum wage, and to authorize LM to prepare salary tables for the Town Meeting warrant that reflect the January, 2020 and January, 2021 mandated minimum wage increases. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

### Assistant Town Administrator Position Update and Possible Vote

LM stated that she has been discussing with the Board of Selectmen how the role of Assistant Town Administrator should be defined going forward. Historically, the Human Resources function had been combined with the Assistant Town Administrator position, but those functions will be separate going forward so it is important to clarify, among other duties, where management authority for Department Heads will lie. LM will work on creating a draft job description for the Assistant Town Administrator position to bring to the Board at a future meeting.

### Further Discussion of the Youth and Family Services/Wayland Cares Position

In response to the Board's discussion and request for further information at its November 12, 2019 meeting, LM had asked Jason Verhoosky (JV) to provide a history of WaylandCares and more detailed information about how the Town might offer programming similar to what is being offered now by WaylandCares if the current staffing level will not be maintained and the Outreach Coordinator position is not funded. The Board reviewed the document that JV prepared. DC noted that the Town had been given the opportunity to decide whether to vote to fund the creation of a new Town Department when the grant funding ran out in approximately 2013. Based on the information provided to the Board by JV, the Board noted that additional funding from the Town was voted down at Town Meeting (although the Town did vote to continue the work in a more limited way, and WaylandCares successfully applied for another 5 years of grant funding to last appx. 2015-2019). The Board discussed the significant impact WaylandCares has had on the community and the importance of its work. The Board discussed whether there could be cost-efficient ways to collaborate with other towns or utilize on-line resources. The Board agreed that because the last time the grant funding had run out for WaylandCares programming the question of future funding had gone before Town Meeting, the Board's recommendation is that the matter should go before Town Meeting again.

DC moved that the Board express its support for WaylandCares and the value of the Outreach Coordinator position, but since the issue of funding WaylandCares had previously been brought to Town Meeting, the Board recommends that the funding of this position be brought before

Town Meeting. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Discuss and Possible Updates to the Training Policy

The Board discussed the training policy and the need to implement a consistent policy whereby employees must obtain pre-approval by the Town Administrator for attending trainings to ensure that the trainings are sufficiently job-related.

DC moved that the Board approve the Training Policy, as discussed and amended. MP seconded. Five members having voted in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting  
None

Next Meeting

Board members agreed to set the next meeting for February 20, 2020 at 8:30am.

DC moved to adjourn the meeting at 10:00am. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

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Jessica Green  
Chair, Personnel Board

**Documents from the Personnel Board Meeting  
Open Session  
January 30, 2020**

1. Draft minutes from the November 12, 2019 Personnel Board meeting (open session)
2. Wage and Salary Classification Plan as printed in the April, 2019 Annual Town Meeting Warrant
3. Document titled "WaylandCares Outreach Coordinator Information and Request" provided by Jason Verhoosky
4. Draft Training Policy