

Personnel Board Meeting  
Wayland Town Building  
41 Cochituate Road, Wayland, MA  
October 7, 2019 8:45 AM

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

Also present: Louise Miller (LM), Town Administrator and Kathleen Buckley (KB), HR Manager, Mike McCann (MM), IT Director.

JG called the meeting to order at 8:50 am, read the agenda, and invited public comment.

Public Comment: None

IT Reorganization & Desktop Support Analyst Position:

LM explained the IT reorganization process started in 2015 and included transferring positions from the school to the Town's budget. The IT department is reconfiguring to get the relevant skill sets to support the organizational needs. The Board of Selectmen has been updated on an ongoing basis.

MM explained that our Systems Administrator recently left to go to Wellesley for a significant salary increase. This created an opportunity to hire an employee where the skills are most needed, in desktop support. The Desktop Support Analyst is a lower-tiered job to the Senior Systems Administrator, which was also filled recently.

The IT Director, Mike McCann (MM), answered questions about the proposed job description. Members reviewed the job description. LM confirmed the position as non-union with a salary range of \$62k - \$81k, classified as an N-7. The goal is to be in line with the market. The school department budget matches the salary requirements of an N-7. Working with the School Department now to approve a new job description will allow the position to transfer to the Town from School easily when it happens in July.

MJ moved to approve the job description as amended subject to School Committee approval.

DC seconded

The motion was approved 4-0.

9:15 am MM left the meeting.

Facilities Business Manager Position:

LM explained the need for a Business Manager and support staff in Facilities. This position already exists in DPW and Library, classified as G-6. The goal is to create a general business manager position to add specific duties for different departments when appropriate.

Facilities has a significant need for a Business Manager, considering the number of building projects for which the Facilities department is responsible. LM explained that it is a busy office.

This role will ensure vendor bills are paid timely and will assist in procurement process and compliance. Currently the TA's office is providing significant support to the Facilities office and this model is not sustainable.

DC asked if this is a confidential position because of access to confidential information. MJ asked if the Project Manager role is paying for itself and LM confirmed it is. LM followed up that the Facilities Department can be difficult to manage because it includes both school and Town department employees and budgets, and there are employees in 3-4 different unions in the department.

LM explained that, if approved, this position would be brought into the Town's side of the budget. It would still be subject to funding by the Finance Committee.

MJ moved to create a Business Manager position for Facilities, as a non-union position. DC seconded.

The motion was approved 4-0.

#### Non-Union Professional Policies & Procedures - Vacation & Training:

LM presented the current policies in place for the training of non-union professional employees. Currently, there is no approval process for department managers do with respect to training.

LM doesn't always agree that the training that has been provided fulfills a specified need. It has often not been within the employee's job description.

The current language does not require managers to get prior approval for training from the Town Administrator. LM would like training requests to be a part of a larger plan and fit into the goals of the specific role and the Town generally.

The Board recommended that LM and KB rewrite the language in the policy to address the problems they are seeing.

#### Vacation Policy:

LM explained that the Non-Union Professional Vacation policy language should also include pre-approval by the TA to avoid gaps in coverage, especially for emergency preparedness.

LM also suggested changing the usage of vacation to allow half-day increments. Monday's are long days and Friday's are short days, but they are taken in full-days currently.

Both policy issues will be discussed in future meetings, and will review draft policies from LM and KB.

#### Meeting Minutes:

##### 8/28/19 Open Minutes:

MJ moved to approve the minutes as amended. PS seconded.

Vote to amend minutes 4-0.

(JG to send amended minutes to KB.)

9/11/19 Open Minutes:

DC moved to approve as amended

PS seconded.

Vote to amend minutes 4-0.

(MJ will amend and send to KB)

There were no documents for the 9/11/19 minutes.

The Chair moved that the Board go into Executive Session under Mass General Laws Chapter 30A section 21(a)(3); to discuss Collective Bargaining Agreement with Police Union and a Fire-fighter; to discuss Executive Session minutes from 9/11/19, 8/28/19, 6/12/18, 2/25/19, 8/14/18, 2/26/18.

DC seconded the motion. A roll call vote was taken:

Member Jones – Aye

Member Cohen – Aye

Member Schneider – Aye

Chair Green – Aye

The Board invited LM and KB to attend.

The Board entered into Executive Session at 10:40 am and stated they expected to return to Open Session 11:00am.

The Board returned to Open Session at 11:34 am.

The next meeting is tentatively scheduled for November 12, 2019, depending on quorum.

JG moved to adjourn at 11:35 AM. DC seconded. The motion was approved 4-0. The meeting adjourned at 11:35 AM.

**Documents from the Personnel Board Meeting  
Open Session  
October 7, 2019**

1. Job Description - Desktop Support Analyst
2. Job Description - Facilities Business Manager
3. Non-Union Professional Vacation and training policies