

**DRAFT Minutes of Wayland Personnel Board Meeting**  
**Open Session - Wednesday, October 11, 2023 at 4 p.m.**  
**Virtual Meeting via Zoom Videoconference**

*Note: Pursuant to Chapter 2 of the Acts of 2023, this meeting of the Personnel Board was conducted with remote participation using a Zoom videoconference. No in-person attendance of members or the public was permitted. Public comment was available by Zoom.*

Personal Board ("PB") Members Present:

Mary Ellen Castagno ("MC")  
Deborah Cohen ("DC")  
Paul Morenberg - Minute Taker for 10/11/2023 ("PM")  
Maryanne Peabody – Chair ("MP")  
Jill Zukerman ("JZ")

Also Present:

Human Resources Manager Katherine Ryan ("KR")  
Robbie Boullard, IT ("RB"), monitored Zoom for public comment during the meeting.

1. Call to Order

MP called the meeting to order at 4:02 p.m. The meeting is being recorded.

2. Announcements and Public Comment

KR announced that Human Resources has a new assistant.  
KR and MP announced there will be a reception for the new library director on Sunday, October 15<sup>th</sup>.  
Per RB, no comments by the public.

3. Discussion of Process to Update Town Personnel Policies Due to Federal or State Legal Changes

MP noted that personnel policies are updated from time to time, but no updates in recent years. KR said the policies were last updated 2018-2019. Town counsel, Kopelman and Paige ("KP"), does legislative updates. PM gave an example of the federal Pregnant Workers Fairness Act, which requires the accommodation of pregnant workers without a formal reasonable accommodation process.

JZ asked how the Town implements HR policy changes and would KR lead this effort? MP said the Town is putting out a Request for Proposal ("RFP") to hire a consultant to draft updated policies. DC inquired if an RFP is necessary and if KP could provide this as part of its regular legal services. KR noted that KP services are expensive. PM suggested that the Town could give KP a limited authorization to review. DC thought a handbook review was done by Town counsel in the past.

KR said there was a budget authorization of \$30,000 to seek legal review of personnel policies. DC noted that some employment law changes do not apply to municipalities. MC observed that it could be more cost effective for KP law to review. MC observed that PB could do an initial review. PM offered to review handbook and send email regarding any urgent needs to update Town policies.

#### 4. Discussion of Orientation Process for New Town Personnel in Management/Supervisory Roles

MP opened discussion that the Town had a printed manager's handbook. KR found a copy in an old file. The Manual is a good tool that should be updated.

MP asked if we had training programs specific to managers. Even if manager came from other towns, there is no guarantee that they had training. PM noted that a current handbook and training is important to help new managers understand Wayland's values and philosophy as an employer. KR observed that manager trainings were delayed during COVID. She has worked with Town Manager re sexual harassment training.

MC noted that it was important to track trainings, and there must be attendance lists of trainings. KR mentioned that the Massachusetts Association of Insurance Agents offers online trainings on Zoom. At virtual trainings, attendance is kept. MC noted that evaluations and training materials can be printed.

PB members discussed the pros and cons of attorney-led trainings. PM noted there are higher costs for attorney-led training, and attorney trainers can become witnesses when training becomes an issue in litigation. DC remarked that attorney trainers may have better insight into the law and a greater ability to answer questions.

DC stated that the supervisor's manual must be updated. She estimated it may be over 20 years old. MP agreed, noting the last update was 2000. MP asked KR to report back on how the PB can be helpful.

#### 5. Discussion of Possible Compensation and Classification Study.

MP remarked that PB has been asking for compensation and classification reviews for 8 to 9 years. KR noted that the Town did a salary survey in 2022. This was not in-depth, and it focused on collective bargaining units. There was no survey of nonunion jobs. Town Manager agrees there is a need for a new survey that reviews salaries from the ground up and that includes a matrix and grading scale. The survey would also look at salary equity issues.

MP was last aware of discussions of a comprehensive salary review in 2008. PM noted that these studies can sometimes necessitate compensation adjustments if inequities are found by gender, age, etc. KR plans to have further discussions with Town manager to move forward with a salary study.

6. Minutes: a) Review and Vote to Approve the Open Session Meeting Minutes for 7/25/2023 and 9/12/2023. b) Approve the release with redactions of the Executive Session Minutes for: 7/1/2021, 8/9/2021, 9/30/2021, 12/12/2022, 3/15/2022, 7/25/2023 and 8/1/2023

Personnel Board members reviewed and made changes to the 7/25/2023 Open Session meeting minutes. DC made a motion to approve the 7/25/2023 open session meeting minutes as amended. MC seconded the motion.

MP took a roll call vote:

|    |     |
|----|-----|
| PM | Yes |
| DC | Yes |
| JZ | Yes |
| MC | Yes |
| MP | Yes |

The motion carried, 5 in favor, 0 against.

Personnel Board members reviewed and made changes to the 9/12/2023 Open Session meeting minutes. MC made a motion to approve the 9/12/2023 open session meeting minutes as amended. DC seconded the motion.

MP took a roll call vote:

|    |     |
|----|-----|
| PM | Yes |
| DC | Yes |
| JZ | Yes |
| MC | Yes |
| MP | Yes |

The motion carried, 5 in favor, 0 against.

The PB discussed releasing, with redactions, the Execution Session meeting minutes from 7/1/2021, 8/9/2021, 9/30/2021, 12/12/2022, 3/15/2022, 7/25/2023 and 8/1/2023.

DC made a motion to approve the release, with redactions, of Executive Session meetings minutes from the above dates. MC seconded.

MP took a roll call vote:

|    |     |
|----|-----|
| PM | Yes |
| DC | Yes |
| JZ | Yes |
| MC | Yes |
| MP | Yes |

The motion carried, 5 in favor, 0 against.

#### 7. Topics Not Anticipated within 48 Hours of Meeting

Per MP, there were no unanticipated topics raised by the public or the PB.

## 8. Personnel Board Members' Reports and Concerns

PB members discussed that there would be revisions to Bylaw for PB, as noted in the Warrant, Article 8. DC asked about the time frame for this. KR stated that this would happen soon, but she had to sit with Town Manager regarding procurement. MP asked if the PB would have a role. MC said the PB should be involved. KR agrees, and the PB can speak to the consultant that is selected. DC commented that this should be done before the next Town meeting.

### Next Meeting Date

Next meeting is scheduled for Monday, November 6, 2023, at 4:00 p.m. It will be recorded if possible.

### Discussion of Need for Executive Sessions and Adjournment from Executive Session

PB members discussed if an executive session meeting was necessary, and what is the time frame to review Executive session meeting minutes.

JZ moved to go into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21(a)(3), to review and consider for potential release of PB executive session minutes from 9/12/2023. MP stated that the PB would adjourn from the Executive Session and would not be returning to open session. MC and DC seconded the motion.

MP took a roll call vote:

PM Yes

DC Yes

JZ Yes

MC Yes

MP Yes

The motion carried, 5 in favor, 0 against.

The Personnel Board left open session at 5:34 pm to go into executive session.

Open Session Meeting adjourned at 5:34 pm

### Document attached:

Town of Wayland Supervisor's Guidebook for Boards and Department Heads – 2000  
Personnel Board Meeting Minutes for Open Sessions on 7/25/2023 and 9/12/2023

Respectfully submitted,

Paul Morenberg