

Personnel Board Meeting  
Livestreamed via Zoom  
January 17, 2024  
Open Session Meeting Minutes

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

Members present: Maryanne Peabody (MP), Mary Ellen Castagno (MC), Paul Morenberg (PM), Jill Zukerman (JZ), Deborah Cohen (DC)

Also present: Human Resources Manager Kathrine Ryan (KR). Robbie Bullard, IT, monitored Zoom for public comment during the meeting.

The meeting was called to order at 4:01 p.m. The meeting is being recorded.

Announcements and Public Comment

None.

Discussion and possible vote to approve proposed changes and updates to the following Town Personnel Policies:

- #A1-1.1 – Equal Employment Opportunity –
- #A1-2.1 – Americans with Disabilities
- #A2-7.1 – Protection from Retaliation

Changes were reviewed and discussed by the PB board

MP moved to approve A1-1.1 as amended. DC seconded.

MP took a roll call vote:

- Member Cohen: Yes
- Member Castagno: Yes
- Member Morenberg: Yes
- Jill Zukerman: Yes
- Chair Peabody: Yes

The motion carried, 5 in favor, 0 against.

JZ moved to approve A1-2.1 as amended. DC seconded.

MP took a roll call vote:

- Member Cohen: Yes
- Member Castagno: Yes

- Member Morenberg: Yes
- Jill Zukerman: Yes
- Chair Peabody: Yes

The motion carried, 5 in favor, 0 against.

A1-3.1 was discussed and approval has been tabled until a further review of the law can be completed

- Discussion of review of Town Personnel Policies by Paul Morenberg, and discussion of next steps for updating policies.

KR suggested that we start with any policy that relates to non-union staff, starting with an “N”. The Personall Board (PB) will aim to review 4 policies for next meeting but more if possible.

- Discussion of proposed Warrant Article to amend Chapter 43 Personnel Bylaw.

MP gave an overview of the information compiled from other towns and how it was presented in the chart. DC expressed her concern that the mention of Town Counsel reviewing conflicts does not address the other areas that were to be addressed in Chapter 43 such as cleaning up and updating policies and determining the role of the Personnel Board going forward. A discussion followed about what various iterations of the future might look like. The Personnel Board members agreed to come to the next meeting with suggestions and ideas. It was discussed that the next step should probably be a discussion between the Select Board, Town Manager and PB.

- Discussion and Approval of Meeting Minutes: December 19, 2023.

Personnel Board members discussed and suggested changes to the minutes.

MC made a motion to approve the open session meeting minutes for December 19, 2023 as amended. DC seconded the motion.

MP took a roll call vote:

- Member Cohen: Yes
- Member Castagno: Yes
- Member Morenberg: Yes
- Jill Zukerman: Abstain
- Chair Peabody: Yes

The motion carried, 4 in favor, 0 against, 1 Abstain.

DC left the meeting at 5:04

- Discussion of Warrant Article – Wage & Classification Study for All Town Wage & Salary Scales.

KR discussed overview of creating new wage scales including a large scale overview of current roles and what duties and responsibilities actually are and skills required. MC asked how this will effect current staff and KR says it depends on overall funding but the goal is to be comparable to other towns to help with recruiting and retention. The Personnel Board agreed to support this article.

- Discussion of proposed Warrant Article to review current Fire Department staffing levels.

There was no issue for the PB board with moving this initiative forward.

- Discussion and possible vote to elect a new Chair of the Personnel Board for 2024 – 2025.

JZ moved to nominate Chair Peabody for another year. MC seconded the motion.

- Member Castagno: Yes
- Member Morenberg: Yes
- Member Zukerman: Yes
- Chair Peabody: Yes
- The motion carried, 4 in favor, 0 against.

- Personnel Board members reports and concerns.

MC reiterated the desire to have someone to be dedicated as a scribe for us.

- Next Meeting Date

Next meeting is scheduled for February 7, 2024, at 4:00 p.m. It will be recorded if possible.

MC moves to adjourn the meeting. JZ seconded the motion.

MP took a roll call vote:

- Member Zukerman: Yes
- Member Castagno: Yes
- Member Morenberg: Yes
- Chair Peabody: Yes

The motion carried, 4 in favor, 0 against.

The meeting adjourned at 5:30 p.m.

Respectfully Submitted,

Jill Zukerman

Member, Wayland Personnel Board

#### Documents

- *#A1-1.1 – Equal Employment Opportunity policy draft*
- *#A1-2.1 – Americans with Disabilities policy draft*

- *#A2-7.1 – Protection from Retaliation policy draft*
- *Review of Town Personnel Policies by Paul Morenburg*
- *Town of Wayland List of Personnel Policies*
- *Proposed Annual Town Meeting Warrant Articles:*
  - *Revise Town Code Chapter 42 Personnel*
  - *Classification and Compensation Study for All Town Wage Scales*
  - *Fire Department Staffing Study*
- *Work in Programs –for Wayland Personnel Bylaw Re-write. Notes from Maryanne Peabody.*
- *Chart showing information from research on other Town Personnel Boards.*
- *Towns with Town Managers research on Personnel Board's by Deb Cohen*