

REVISED

Revises agenda posted on March 5, 2021 at 11:45AM)

Personnel Board Proposed Agenda Town Building
41 Cochituate Road, Wayland, MA
Tuesday, March 9, 2021, 10:00 AM

*In compliance with the revised Open Meeting Law requirements, we will live stream the meeting via Zoom. No in-person attendance of members of the public will be permitted. The Zoom meeting can be entered using the following link:
<https://zoom.us/j/95112847437?pwd=dVJZYWJRUE1QdEYxZ2pZTUZhXp6UT09>
pw: 947213

To make a public comment via Zoom, perform a virtual “hand raise”. The meeting moderator will acknowledge your request and will inform the chair of your request to comment. Instructions for performing a virtual “hand raise” can be found at <https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>

Thank you in advance for your patience; we intend to address all calls that come in during the Public Comment period.

10:00am 1. Call to Order, Review Agenda for Public

10:03am 2. Announcements and Public Comment

10:10am 3. Enter into Executive Session

I. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (3) to discuss strategy in preparation for negotiations with unions

- Wayland DPW Association; Teamsters Local 170 Teamsters
- Local 690 Wayland-1 American Federation of State, County and Municipal Employees (AFSCME 690 Wayland -1)
- Local 690 Wayland – 2 American Federation of State, County, and Municipal Employees (AFSCME 690 – 2); AFSCME 1 & 2

II. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a)(2) to discuss strategy in preparation for negotiations with Non-Union personnel (positions listed at the end of this agenda)

III. Pursuant to Massachusetts General Laws, Chapter 30A, Section 21 (a) (2), (3), and (6), to review and potential vote to approve, hold or release the executive session minutes of November 19, 2020.

Approve and Hold: Executive Session minutes of November 19, 2020

10:40am 4. Items not anticipated by Chair within 48 hours of meeting

10:45am 5. Discuss and potential vote to the amended job description of the Public Health Nurse position

10:55am 6. 2021 Annual Town Meeting Article F. Compensation for Town Clerk: Discuss and potential vote of Salary of Town Clerk

11:25am 7. 2021 Annual Town Meeting Article G. Personnel Bylaws and Wage & Classification Plan: Discuss and potential vote on article including salary & salary tables for Fiscal Year 2022 for:

10:45am 8. Review and potential vote to approve the open session meeting minutes of 02/11/21

11:30am 9. Adjourn

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

Town of Wayland List of Non-Union Personnel Positions

Secretary, Fire -- PT	Human Resources Manager
Sr. Clerk, Health -- PT	Network Administrator
Asst. Rec Program Coord. -- PT	Recreation Director
Administrative Asst. Y/S – PT	Assistant Fire Chief
IT Technician	IT Senior Systems Administrator
Conservation Land Mgr. -- PT	Assistant Town Administrator/Procurement
Human Resources Assistant	Police Lieutenant
Outreach Coordinator - PT	Town Engineer
Project Coordinator - PT	Library Director
Recreation Program Asst. -- PT	Public Buildings Director
WWMDC Account Specialist - PT	DPW Director
Administrative Asst. -- Police	Finance Director/Town Accountant
Benefits Manager	Fire Chief
Exec Asst. to Town Administrator	Information Technology Director
Management Analyst	Police Chief
Facilities Business Manager	Town Administrator-per contract
Desktop Support Analyst (School Transfer)	Network Administrator (School Transfer)
Non-Union – Building Inspectors	Non-Union Substitute Nurses
Traffic Supervisors	Traffic Supervisor Substitute
Special Police Matrons	Call Firefighters
Call Firefighter Coordinator	Paramedic
Police Custodian (PT)	Police Intern
Non-Union - On-Call Dispatchers	Non-Union - Hourly Library Clerks
Non-Union - Hourly Library Part-Time Weekend Professionals	Non-Union - Library Pages
Health Assistant	Substitute Health Clerk
Seasonal Laborer	Landfill Clerk
Beach / Aquatic Director	Assistant Beach / Aquatic Director
Water Safety Instructor I	Water Safety Instructor II
Swim Instructor	Swim Aide
Boating Instructor I (Pedal, SUP, Canoe)	Boating Instructor II (Sailing, Kayak)
Boating Instructor III	Head Lifeguard (Lifeguard II)
Lifeguard	Head Gate Guard (Gate Guard II)
Gate Guard / Cashiers	Snack Bar Manager
Snack Bar Staff	Snack Bar Cashier
Camp/Site Director	Assistant Camp/Site Director
Camp Specialist	Preschool Camp Director (EEC Dir II Cert)
Preschool Asst. Camp Director (EEC Dir I Cert)	Lead Camp Teacher
Senior Counselor	Counselor
Camp Nurse / Health Care Supervisor	Special Instructor / Referee
Coach	Ski Director
Beach Membership / Camp Registrar	Seasonal Office Admin
Park Ranger	Gym Monitor
Recreation Intern	

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