

Personnel Board Meeting  
Livestreamed via Zoom  
September 12, 2023  
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: Deborah Cohen (DC), Maryanne Peabody (MP), Jill Zukerman (JZ), Mary Ellen Castagno (MC), Paul Morenberg (PM) joined at 4:09 p.m.

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

MP called the meeting to order at 4:05 p.m. The meeting is being recorded.

Announcements and Public Comment

None

Discussion and Possible Vote to Approve Starting Step of Assistant Treasurer/Collector.

KR told the Personnel Board that this was an internal hire. The Town went through the hiring process and the employee who held the Department Assistant position in the Treasurer/Collector's office was the best person for the job. The employee has experience and knows MUNIS and has been performing the job since the prior Assistant Treasurer/Collector left. KR recommended a Step 6 on the G-2 scale, which is \$58,479. KR explained that the prior employee in the position was also at a Step 6 with similar experience. The employee's current position as Department Assistant is Step 5 on the G-1 scale, which is \$54,567.

Personnel Board members noted that the issue of combining AFSCME 1 and 2 into one union had not come before the PB and they had not been aware of it until recently. MP said that the PB should review the Assistant Treasurer/Collector job description again. MP asked whether the employee is bonded. KR said she believes that bonding covers the entire department, but she will look into it. KR said she will bring the job description back to the Personnel Board for review.

JZ moved to approve the step of the Assistant Treasurer/Collector position at Step 6 on the G-2 scale. DC seconded the motion.

MP took a roll call vote:

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

The motion carried, 5 in favor, 0 against.

Discussion and Possible Vote to Approve the Recreation Program Assistant Job Description.

KR reported that she has spoken to the Recreation Director about the educational requirement for the Recreation Program Assistant and she agreed that a Bachelor's degree would not be a requirement of the job. The educational requirement on the job description will return to: "Associates Degree with Bachelor's Degree preferred."

JZ moved to approve the job description for the Recreation Program Assistant as amended. DC seconded the motion.

MP took a roll call vote:

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

The motion carried, 5 in favor, 0 against.

Discussion and Possible Vote to Approve the Personnel Board Annual Report.

The Personnel Board discussed adding more information to the draft Annual Report such as which positions the Personnel Board has reclassified and which job descriptions it has reviewed.

MC moved to approve the Personnel Board Annual Report as amended. JZ seconded the motion.

MP took a roll call vote:

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

The motion carried, 4 in favor, 1 abstained.

Personnel Board Review and Discussion of prior Board Votes.

MP told the Personnel Board that she is keeping a list so that the Board does not lose track of prior business and requests of the Personnel Board.

Administrative Assistant Fire Department Job Description – The Personnel Board had no concerns or questions about the job description and no vote was necessary since the Personnel Board had previously approved the job description.

HR Assistant Job Description – The Personnel Board noted that it approved the job description at the last Personnel Board meeting. MC proposed that the HR Assistant be available on occasions to take minutes at Personnel Board meetings. KR said that she was not entirely in support of the HR Assistant taking minutes due in part to the employee's hours of work. KR said that she has looked into the possibility of hiring another person to take minutes. KR said that some staff may do it at an hourly rate.

DPW Transfer Station Operations Supervisor Job Description – MP said the job description was not on the Town's website. KR said she has thought about removing job descriptions from the websites because it is an administrative burden, and the site is incomplete. She said that other Town's don't have job descriptions on their websites. MC said that she likes having them on the website and she looks at them sometimes. MP said that people in town look up job descriptions. DC said that keeping them on the website would be more transparent.

Personnel Board members agreed that the DPW job description appeared to be fine and Personnel Board members would like to see it posted on the website.

Human Resource's Manager Report:

Recruitment and Vacancies – KR reported that there had been 9 posted positions and 5 offers have been offered and accepted. She said that there are 3-4 openings remaining, and recruitment efforts are working. KR said that the Town Engineer is starting in October.

Update on Procurement Process for Town's Personnel Handbook, Policies and Procedures and the Town Code Chapter 43 – KR reported that she is working with the Assistant Town Manager on the procurement process and they are starting to work on the scope of service. She said it may take a few more weeks.

Discussion of HR Manager Process to Bring Proposals to the Personnel Board for Consideration KR said that she generally gets a request from a Department Head which she vets before bringing it to the Personnel Board, and she does an informal salary survey. MP noted that several employees have been hired at the top step and the Personnel Board has been asking for a salary survey for all the Town employees. KR said she does not know why the 2022 salary survey was limited to AFSCME, Library, Teamsters and not public safety or non-union positions. The Personnel Board discussed whether it could do our own study of non-union positions.

Review and Vote to Approve the Open Session Meeting Minutes for 8/1/23.

Personnel Board members made changes to the minutes.

DC made a motion to approve the open session meeting minutes for 8/1/23 as amended. MC seconded the motion.

MP took a roll call vote:

- Member Cohen: Yes

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

The motion carried, 4 in favor, 1 abstained.

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

There were no topics not reasonably anticipated within 48 hours in advance.

#### Next Meeting Date

Next meeting is scheduled for October 11, 2023, at 4:00 p.m. It will be recorded if possible.

MP moved to go into Executive Session pursuant to Massachusetts General Laws, Chapter 30A Section 21(a)(3) to review and consider for potential release the following Personnel Board executive session minutes: 7/25/23 and 8/1/23. MP stated that the Personnel Board would adjourn from the Executive Session and would not be returning to open session. PM seconded the motion.

MP took a roll call vote:

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

The motion carried, 5 in favor, 0 against.

The Personnel Board left open session at 5:48 pm to go into executive session.

Respectfully Submitted,

Deb Cohen

Members, Wayland Personnel Board

#### Documents

- Resume for Assistant Treasurer/Collector candidate
- Assistant Treasurer/Collector Job Description
- FY24 AFSCME Wage Scale
- Recreation Program Assistant Job Description draft
- Personnel Board Annual Report draft
- Administrative Assistant Fire Department Job Description

- HR Assistant Job Description
- DPW Transfer Station Operations Supervisor
- Executive Session Minutes 7/25/23 and 8/1/23
- Summary of Changes in AFSCME 1 and AFSCME 2 Contracts
- Wage Schedule, G Scale