

**HUMAN RESOURCES BOARD  
REMOTE MEETING  
January 8, 2026**

The meeting was called to order by Chairman Anthony Bent at 7:02 PM. Present were Board members Julie Moore, Gary Lieberman, Neal Goins and Shawn Baker. Also present were Human Resources Director Dolores Hamilton, Assistant HR Director Bahiya Sauer, Executive Director Meghan Jop, Select Board member Colette Aufranc, Town Counsel Tom Harrington, IT Director Brian DuPont and Advisory liaison Mark Benjamin.

The first item on the agenda was a presentation by Town Counsel Tom Harrington on the idea of amending Chapter 30.10 of Wellesley's General Bylaws so HR policies could be adopted more efficiently. Mr. Harrington explained that Wellesley is an outlier among benchmark towns because it requires all HR policies to be approved by Town Meeting, which creates delays given that Town Meeting only meets twice per year. This lag between meetings can leave the Town operating under policies that do not reflect updated state or federal law and can create communication and compliance challenges. It also poses a risk if Town Meeting were ever to reject a policy update. Mr. Harrington noted that some or many HR policies can have legal implications and should be drafted and maintained by experts. He outlined several bylaw-change options ranging from removing Town Meeting entirely from the process to limiting Town Meeting involvement to policies with financial impact, potentially with added steps such as Select Board involvement and/or public hearings. The discussion then focused on how to define "financial impact". Mr. Harrington recommended a Town of Concord-style approach that defines a clear definition as to what "financial" policies are (e.g., vacation, sick leave, insurance benefits, leaves, overtime, workers' compensation). HR board members discussed whether financial-policy approval could be handled through the budget process rather than separate policy votes and emphasized the need to coordinate closely with the Select Board on financially significant changes. Ms. Jop noted that collective bargaining already provides an established framework for this. Policies during this process are negotiated with the Select Board and funded through Town Meeting appropriations. The group also discussed the value of public hearings (potentially joint with the Select Board) for transparency and for hearing directly from impacted employees, while balancing the need to avoid slowing the process. The HR Board was supportive of moving routine and legally mandated policy work away from Town Meeting while ensuring meaningful Select Board engagement on financially impactful policies and preserving Town Meeting's role through appropriations as appropriate. Next steps included developing draft motion language for the bylaw amendment in time for Advisory's review on January 28 and the March Town Meeting warrant process.

The next item on the agenda was a request from IT Director Brian DuPont to re-purpose an existing IT position (Cybersecurity Administrator to Network and Cybersecurity Administrator) and a promotional increase for a staff member already acting in the repurposed capacity. Mr. Dupont explained that cybersecurity is now a core responsibility embedded across IT operations. He outlined significant improvements made in recent

years, including upgraded endpoint protection, enhanced email and network security, new training programs, incident response planning, and improved monitoring tools. With these advances in place, the department's needs have evolved toward stronger integration of networking leadership and cybersecurity oversight. The proposed position would remain at Level 10 on the IT salary schedule and reflect the current operational priorities rather than an expansion of staffing or budget. Mr. DuPont also requested approval to promote Conor Mahoney, who has been serving as Acting Cybersecurity Administrator, into the new role with an 8% promotional salary increase to approximately \$104,178. Of particular note are Mr. Mahoney's YTD performance, technical skills, customer service, and collaborative approach, noting that he has consistently exceeded expectations. Promoting Mr. Mahoney is a way to support succession planning within the IT department and to create a pathway for future advancement.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted to approve the request to re-purpose the existing IT position of Cybersecurity Administrator to Network and Cybersecurity Administrator and to give a promotional increase for Mr. Mahoney of 8% for a final annual salary of \$104,178. Yes votes were made by the following board members: Tony Bent, Julie Moore, Gary Lieberman, Neal Goins and Shawn Baker.

Gary Lieberman left the meeting.

The next item on the agenda was the HR Director appraisal form. Mr. Bent noted that the HR Board has sole responsibility for hiring and terminating the Director. He outlined a process discussed with Executive Director Meghan Jop in which individual board members would submit completed appraisal forms directly to Ms. Jop. Ms. Jop and the Chair (or designee) would then review the submissions. Ms. Jop would draft the evaluation in consultation with the Chair. Board members who wish to review the final evaluation would be invited to do so and the Board would receive a general, high-level summary of the overall evaluation for informational purposes. HR Board members emphasized the need to keep the process "tight" to avoid Open Meeting Law issues, recommending that feedback be provided individually and directly to Ms. Jop rather than circulating forms or discussing evaluations among board members outside a posted meeting. Mr. Baker stressed that real-time feedback during the year—both positive and constructive—should be shared promptly rather than waiting until year-end, to avoid "no surprises" and reduce the risk of informal board-to-board deliberations. Ms. Jop confirmed that this aligns with best practices already in place.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted to adopt the appraisal form for the Director's performance review process, with each member submitting their input in spring 2026 to the Executive Director. Yes votes were made by the following board members: Tony Bent, Julie Moore, Neal Goins and Shawn Baker.

The next topic was the HR Director's report on personnel policies slated for a vote. Ms. Hamilton explained that four policies were under consideration: three that are legally mandated but not currently in place (religious accommodation, whistleblower, and personnel records), and a fourth—the Pregnant Workers Fairness Act policy—which existed only in part and was now being completed. Ms. Moore had reviewed the drafts and suggested edits to clarify and streamline the language, which Ms. Hamilton agreed to incorporate and redistribute. Ms. Hamilton noted that although Advisory has previously questioned why mandated policies are brought forward, the current governance process still requires doing so, resulting in a temporary “dual-track” approach. Mr. Bent raised concerns about approving policies while simultaneously pursuing bylaw changes to eliminate that requirement. Ms. Jop clarified that bylaw amendments must be reviewed and are not immediately effective, meaning Town Meeting approval is still required for this round of policies.

The Board then clarified the meeting schedule, confirming that all dates previously circulated would remain in place, with some flexibility built in for potential conflicts.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted to approve the four policies—Religious Accommodation, Whistleblower, Personnel Records, and Pregnant Workers Fairness Act—following their second reading and subject to minor, non-substantive edits and the meeting dates as previously shared for the rest of the calendar year. Yes votes were made by the following board members: Tony Bent, Julie Moore, Neal Goins and Shawn Baker.

The next item to be discussed was the HR Board handbook. Mr. Goins introduced the concept of an Operations Manual for the Human Resources Board, explaining that it is intended as an internal operations handbook rather than a replacement for the bylaws. The purpose of the manual is to provide general guidance on how the Board and staff carry out their bylaw responsibilities, promote efficiency, ensure continuity as board membership changes, and help onboard new board members and staff. Mr. Goins noted that Advisory maintains a similar document that is informally updated by the chair as needed, sometimes multiple times a year, and that this approach has worked well. He shared that Town Counsel (Mr. Harrington) supports this model and sees no legal concerns, as the document is procedural rather than regulatory.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, voted to formally adopt the practice of maintaining an operations handbook, with responsibility for updates resting with the Board chair, rather than approving a specific draft document. Yes votes were made by the following board members: Tony Bent, Julie Moore, Neal Goins and Shawn Baker.

Upon a motion duly made and seconded, the Board by unanimous roll call vote approved the minutes of December 8, 2025, with minor edits as noted by Ms. Moore. Yes votes were made by the following board members: Tony Bent, Julie Moore, Neal Goins and Shawn Baker.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote adjourned the meeting at 8:44 PM. Yes votes were made by the following board members: Tony Bent, Julie Moore, Neil Goins and Shawn Baker.

Respectfully Submitted,

Gary Lieberman, Secretary

DOCUMENTS USED AT MEETING: agenda, orders suspending certain provisions of Open Meeting Law G.L. c 30A, 20, Wellesley Policy Tracker document, Comparator Town Chart document, presentation by Harrington Heep, memo from Brian DuPont, Network & Cybersecurity job description, HRB Appraisal form for HR Director, Religious Accommodation policy, Whistleblower policy, Personnel Records policy, Pregnant Workers Fairness Act policy , meeting minutes from December 8, 2025.