

**Wednesday, January 28, 2026**  
**Advisory Committee Meeting, 6:30 p.m.**  
**Great Hall**  
**Town Hall**  
**525 Washington Street**  
**Wellesley, MA**

Madison Riley, Chair, called the meeting to order at 6:30 p.m.

The meeting was livestreamed on Wellesley Media at [www.wellesleymedia.org](http://www.wellesleymedia.org) and broadcast live on local cable channels Comcast 8/Verizon 40.

Those present from Advisory Committee: Madison Riley, Chair; Mark Benjamin, Vice Chair; Jay Prosnitz, Vice Chair; Doug Wilkins, Secretary; Susan Clapham; Phil Jameson; Lucienne Ronco; Jay Bock; Penny Rossano; Rani Elwy; Paul Barnhill, Doug Smith, Mariana Vinacur; Aaron Williams.

Absent: Dan Weinger.

Also present: Dolores Hamilton, Human Resources (HR) Director; Tony Bent, Chair, HR Board (HRB); Shawn Baker, HRB; Tom Harrington, Town Counsel.

**Citizen Speak**

There was no one present for Citizen Speak.

**Human Resources (HR) Overview and FY27 Budget**

HR's FY27 budget request was presented. The current staffing structure of the HR Department is 5.5 staff members, including a part-time benefits analyst position shared with the Veterans District. The department's mission is to make Wellesley an "employer of choice" and to strengthen recruitment and retention. Employee turnover has improved from 16% in 2023 to 10.25%, with a goal of less than 10%. The FY27 budget request represents a 2.78% increase over FY26 which is below the 3% guideline. The major cost driver is a subscription to a technology platform called Litix, which provides compensation surveys and analysis.

**Questions/Discussion**

- A question was asked about turnover rates compared to other towns.
  - 10% is typical, but HR is working towards 8%.
- A question was asked about the confidence in cost-of-living predictions and adjustment opportunities.
  - Adjustments can be made at Special Town Meeting if needed.
- A question was asked about the Litix platform and if it replaced the HAY system.
  - It was confirmed the MGT system replaced the HAY system for the initial classification and the Litix platform will be used to continue evaluating positions.
- A question was asked about the competitiveness of the IT pay schedule.
  - The IT job descriptions are being updated to be more realistic, and they are being compared with larger communities like Newton and Waltham.
- Is there a plan to avoid future comprehensive compensation studies like the one conducted last year?
  - Each employee group should be evaluated every five years, and Litix will help maintain competitiveness.

- A question was asked about the benefits analyst offset and the context of the 2% COLA relative to prior years.
  - The offset represents the Veterans District's contribution to the shared position. COLAs were only formally instituted in FY23.

## **Annual Town Meeting Articles**

### **Article 4 – Amend Classification Plan**

Article 4, Motion 1 will amend the classification plan by shifting vacant positions and changing classifications in both the H schedule (non-union support staff) and S schedule (senior managers and department heads), as well as updating positions in the IT schedule established at the Fall Special Town Meeting.

### **Article 5 – Amend Salary Plan – Pay Schedule**

The recommended 2% Cost of Living Adjustment (COLA) for FY27 was based on several factors:

- Survey of comparable communities (average 2.34% for non-union employees).
- Current unemployment rate (4.8% in Massachusetts).
- Congressional Budget Office recommendations (2%).
- Employment Cost Index (3.6% for government workers as of September).
- Consumer Price Index (2.8% as of November).

There will be three motions under Article 5:

- Motion 1: Increase the H series pay plan by 2%.
- Motion 2: Increase the S series pay plan by 2%.
- Motion 3: Increase the IT series pay plan by 2%.

### **Article 23 – Add/Modify Personnel Policies**

The following four personnel policies require Town Meeting approval:

- Personnel Records Policy - Governs confidentiality, maintenance, and employee access to their records in accordance with Massachusetts Personnel Records Law.
- Pregnant Workers' Fairness Act Policy - Prohibits discrimination based on pregnancy and requires reasonable accommodations. This updated an incomplete existing policy.
- Religious Accommodation Policy - Accommodates employees' religious beliefs and practices, including time off for religious observances.
- Whistleblower Protection Act Policy - Protects employees who report violations of law or risks to public health, safety, or environment.

## **Questions/Discussion**

- A question was asked about the incomplete nature of the previous Pregnant Workers' Fairness Act Policy.
  - It lacked information on requesting accommodations and did not cover pregnant applicants.
- A question was asked about using model policies and whether all policies were legally required.
  - Model policies are used when available and all policies are legally required.
- A question was asked about accommodations for lactation and whether departments had appropriate facilities.
  - Town Hall and the Fire Department have facilities, but it is unknown about other departments' facilities.
- A question was asked about the reporting structure of the HRB and whether they reported to the Select Board.

- It was confirmed that the HRB is an independent board and that the HR director reports to the Executive Director.

### **Article 30 – Amend HR Board Requirement for Policies to ATM**

A proposal to amend the bylaw requiring Town Meeting approval for all personnel policies was presented. The amendment would:

- Allow the HR Board to approve policies after a duly noticed hearing.
- Require 21 days notice to affected departments before implementation.
- Require Select Board approval for policies relating to town expenditures governing payment of wages and paid leave.

Town Counsel Tom Harrington explained that Wellesley is the only town he knows of that requires all personnel policies to go through Town Meeting. Most towns have eliminated Town Meeting from this process, with some policies handled by town managers, select boards, or town administrators.

### **Questions/Discussion**

- A question was asked about timelines for Select Board approval.
  - A procedure will need to be developed with the Select Board.
- A question was asked about the definition of policies with financial impact.
  - Mr. Harrington pointed to the specific language limiting Select Board approval to policies "relating to town expenditures governing payment of wages and paid leave."
- It was suggested having all policies go through the Select Board regardless of financial impact as a check on the HR Board's authority.
- A question was asked about the history of the current bylaw and whether the limitation to wages and paid leave might be under-inclusive, as other policies could have financial impacts.
- It was suggested a materiality threshold could be used instead of limiting the requirement to specific categories of policies.
  - It was noted that the proposal was recommended by the Town Government Study Committee in 2015 and was included in the 2019 Advisory Report but it never came to a vote at Town Meeting for unknown reasons. In addition, in a recent report, the Collins Center also recommended this change.

### **Minutes Approval**

Susan Clapham made and Mariana Vinacur seconded a motion to approve the January 21, 2026 minutes.

*Vote:* The motion passed 10 to 0 with 3 abstentions.

### **Administrative**

Chair Riley encouraged committee members to watch the January 20th Select Board meeting which featured presentations from DPW and FMD regarding the campus feasibility study. He noted they would be presenting to the Advisory Committee on February 4th.

### **Liaison Reports**

*COA/Susan Clapham* - the Council on Aging's offer to a director candidate fell through, and they would be starting the search process over.

*NRC/Lucienne Ronco*- the MOPO feasibility report was presented to the Natural Resources Commission and looked positive. The Community Preservation Committee (CPC) intends to fund the majority of the estimated \$6-7 million project with \$5-6 million from CPC funds.

It was noted that NRC would be presenting to the committee on February 4th regarding the Conservation Fund, and possibly MOPO if time allows.

Approved February 4, 2026

149

150 **Adjourn**

151 Paul Barnhill made and Penny Rossano seconded a motion to adjourn the meeting.

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153 The meeting was adjourned at 8:00 p.m. 13 to 0.

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155 Meeting video [January 28, 2026](#)

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157 **Meeting Documents**

158 • Article 30 Bylaw Amendment Final Draft Advisory 1-28-2026

159 • HR Board Proposed Bylaw Amendment

160 • Whistleblower Policy Final Draft 1-22-2026

161 • Religious Accommodation Policy Final Draft 1-22-2026

162 • PWFA Final Draft 1-16-2026

163 • Policy PowerPoint ATM 1-20-2026

164 • Personnel Records Law Policy Final Draft 1-20-2026

165 • New Article 4 – FY 26 ATM Final Draft

166 • Human Resources Board FY2027

167 • HR Articles 5, Motions 1 -3 FY27 – Pay Schedules

168 • Copy of 152 HR FY27 Op Request – Final (002)