

in the elementary schools. The electrical work at Fiske Elementary School was done in calendar 2005.

**Pre-School Building:** The December 2004 Special Town Meeting appropriated \$2,830,000 for the construction of a new pre-school at the Fiske Elementary School. The building consists of six classrooms, support and administrative space. A construction contract was awarded on March 31, 2005 and construction is in progress, with a scheduled completion in December 2005. Because the space formerly used by the pre-school program was located in the Middle School, which is under construction as part of the Middle School renovation, the PBC arranged for temporary classrooms on the DPW site until the new classroom building is completed.

**Highway Garage Electric Upgrades:** At the 2005 Annual Town Meeting, \$100,000 was appropriated for design of electrical system upgrades to the DPW Highway Garage. The PBC retained an architect who is presently preparing plans and cost estimates for the renovation work.

## **REPORT OF THE HUMAN RESOURCES BOARD**

The Human Resources Board is comprised of five residents appointed by the Moderator to oversee the Town's human resources function. As charged by the Town Bylaw, the Board administers the Classification and Salary Plans; recommends, establishes, and administers personnel policies and procedures; and maintains employment records. In fulfilling its responsibilities the Human Resources Department also assists Town departments with a wide range of employment and employee relations activities, serving as a resource and providing counsel when needed. It offers guidance and advice with respect to the interpretation and application of personnel policies, contract provisions, and compliance with applicable laws and regulations. An important part of its mission also is to support management and employees alike and to foster equitable application of personnel policies and practices throughout the Town.

### **Human Resources Task Force**

Human Resources Board members Don DeAmicis and Walt Snickenberger served on the Human Resources Task Force, formed pursuant to a vote at the 2004 Annual Town Meeting. The Task Force report to the Special Town Meeting in December 2004 recommended that the structure of the Town's human resources function continue without change. The Board and staff continue to work diligently to implement the Task Force's recommendations concerning communication and collaboration, and to support the collective bargaining responsibilities assumed by the Board of Selectmen.

### **Wage, Benefit, and Human Resources Administration**

The Board is charged by the Town Bylaw to "keep informed as to pay rates and policies outside the service of the town, and [to] recommend to the Town any action which it deems desirable to maintain a fair and equitable pay level." The Town's fiscal constraints in recent years have tempered the Board's recommendations for non-union salary adjustments,

although the Board has been aware that this was a matter of growing concern among other boards that sought to reward and retain their dedicated staff whose performance is consistently high. In response to that appropriate concern, the Board recommended somewhat higher wage and salary adjustments than those of recent years. Town Meeting's support of those recommendations was gratifying and allowed non-union employees to receive pay increases in Fiscal Year 2006 that were in line with levels in the greater labor market for comparable positions.

An increasingly important aspect of the human resources function is the health insurance benefit offered to employees who work at least 20 hours per week, as required by state law. This benefit is also available to retirees. Health insurance is a keystone in the Town's benefit package as part of the strategy to attract and retain highly qualified employees, but it is also represents a significant and growing portion of the Town's budget. Human Resources Department staff work closely with employees and retirees to help them with plan selection and the enrollment process. Retirees face particular challenges in navigating the choices available to them relating to Medicare coverage. The Department administers seven health insurance options (retirees have an additional nine options open to them), dental insurance, long-term disability and life insurance for more than 1500 subscribers. Other benefit programs include deferred compensation, flexible spending plans and a college saving plan.

The Board approved a change in the mileage reimbursement rate policy, moving from a fixed rate to a rate that is tied to the standard business mileage rate established annually by the Internal Revenue Service. The change brings the Town's policy in line with general business practice, makes the policy more equitable to employees and is easier to administer.

The Department is responsible for keeping current on state and federal employment laws and personnel practices to ensure both legal compliance and awareness of innovative approaches to human resources management. Routine compliance activities include annual distribution of the Town's policy relating to harassment in the workplace and ensuring that all public works employees whose work involves potential contact with hazardous materials are trained annually on what is called "right-to-know". The right-to-know sessions include material presented by Health Department staff on personal health topics of interest such sun safety and working in cold weather. The Department's other responsibilities include: administering the performance evaluation program and non-union compensation plans, working with the occupational health nurse and department heads on Workers' Compensation cases and issues, and maintaining the system of classification of positions for compensation purposes.

### **Training and Development**

The Department embarked on new initiatives in employee health promotion and wellness during FY 05, working in collaboration with the Board of Health and their staff. The goal of these initiatives is to promote lifestyle changes and healthy habits that both improve quality of life and help reduce the risk of serious health conditions such as heart disease, stroke and diabetes, the costs of which impact the Town's health insurance budget. Programs included individual cardiovascular risk assessments for interested employees and an introductory walking program launched in the spring. Expansion of these initiatives is planned for the future. The Department again sponsored training sessions this past year on conducting performance appraisals and on CPR/AEDs (automatic external defibrillators). The regional

municipal training consortium in which Wellesley participates welcomed the Town of Sudbury, which joined the group subsequent this year. This year the Group sponsored a well-received seminar that taught supervisors to identify employee problems early and respond appropriately.

### **Recruitment and Affirmative Action**

Recruiting activity was up slightly in FY 05 compared to the previous year. During FY 05, the Human Resources office assisted Town departments in recruiting and filling 70 positions. Of those positions, 38 were filled by external candidates, 29 were filled by internal candidates, and three were withdrawn. The Department continues to build awareness of, and work with Town departments toward achieving, the voluntary goals established in the Town's Affirmative Action Plan. To that end, the Department places employment advertisements and sends notices of vacancies to minority and female advocacy organizations. The Human Resources Department also screens applications and assists departments both in conducting interviews and conducting background and reference checks on prospective new hires.

### **Board and Staff Changes**

The Board met 11 times during FY 05. Board member Don DeAmicis agreed to accept a one-year appointment following the expiration of his three-year term and served as Chairman. Mary Pilecki was appointed to a three-year term commencing in FY 06. The part-time (0.6 FTE) position of Human Resources Generalist was filled by Paula Grace O'Connell, who joined full-time staff HR Director Susan Adler, HR Generalist Cheryl Daebritz and Administrative Assistant Lynne Fuchs.

Respectfully submitted,

### **HUMAN RESOURCES BOARD**

Josiah Black, Chairman  
Walter Snickenberger, Vice Chairman  
Mary Pilecki, Secretary

John Veryzer  
Stephanie Wasser

## **REPORT OF WELLESLEY YOUTH COMMISSION**

### **About the Youth Commission**

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel they are a valued part of the Wellesley community. By providing a wide variety of community-based [events](#), [programs and services](#), the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle school and high school