

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 21, 2011 7:00 pm

Members Present: N. McCarthy (NM), M. Peabody (MP), J. Evans (JE), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:00 pm.

Public Comment:

Anette Lewis noted that the Board had departments’ staffing requests on the evening’s agenda. She stated that staffing determinations should be made by the Finance Committee, not the Personnel Board. She stated that the DPW was spending \$1M more on its budget than was projected.

MP responded that the process for staffing changes has been for the Personnel Board to make recommendations to the Finance Committee. It will ultimately be up to the Finance Committee to determine if a staffing request would be funded.

Review of October 17, 2011 Meeting Minutes:

The minutes were amended as follows:

... ~~effected~~ **affected** ...

NW moved to approve the minutes of the meeting as amended. JE seconded the motion. Three members having voted in the affirmative, the motion passed. MP abstained in that she did not attend that meeting.

Review of October 17, 2011 Executive Session Meeting Minutes:

JE moved to approve the minutes of the meeting. NW seconded the motion. Three members having voted in the affirmative, the motion passed. MP abstained in that she did not attend that meeting.

Review of October 25, 2011 Meeting Minutes:

MP moved to approve the minutes of the meeting. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

FY 13 Personnel Board Budget:

JS stated that he had prepared a level funded budget consistent with the Finance Committee guidelines and historical budgets. \$10,000 is in the operating budget for expenses and \$6,750 in the salary reserve adjustment budget. Members discussed the types of expenses that were allotted to each account.

NW moved to approve a \$10,000 operating and \$6,750 salary reserve budget request for submittal to the Finance Committee for FY 13. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Staffing Requests:

JS stated that department heads would be speaking to their requests. The Chair of the Finance Committee indicated that Personnel Board recommendations would not need to be submitted until early January. JS suggested listening to the requests tonight but not deliberating until and formulating recommendations until December.

Y&F Services – JS reviewed the Director’s memo. The Department wanted to convert contracted services for a Summer Community Service Program Coordinator to an employee provided service. The proposal entailed moving \$1,500 from one line item to another.

BOH – J. Junghanns (JJ), Health Director requested an additional 7 hours/week to restore a Department Assistant to full-time, 35 hours/week. This is in addition to the established 7 hours/week for another Department Assistant and 15 hours/week for a Sr. Clerk. JJ spoke to the better continuity for operations, the coordination of the nursing program and MUNIS permitting processes to substantiate the request.

Building – The Building Commissioner was not able to attend. JS reviewed the background to the Building Department and the Planning Department sharing a Department Assistant. The incumbent is working 2 days in Building and 3 days in Planning. JS went over the accompanying 2 memos supporting the request. The discussion had been for the incumbent to work one additional day in Building and one less day in Planning. Nonetheless, the Building Commissioner contends that he needs 2 full-time Department Assistants.

COA - B. Soule, Chair and J. Secord, Co-Director addressed 2 requests:

1. The re-establishment of a full-time COA Director - One of the Co-Directors is retiring in January and they believe the department will be better served by a full-time Director. JS noted that this item should be addressed prior to the balance of the staffing requests because of the retirement date, and
2. The creation of a Coordinator of Senior Activities – the position is requested to address the increasing and expanding programming demands for the expanding senior community.

Conservation – A. Irwin (AI), Chair and B. Monahan (BM) addressed 2 requests:

1. An additional 4 hours/week of coverage for the part-time Department Assistant. They referenced timeliness of completing projects, pending storm water requirements and pending projects to substantiate the increase in hours. AI noted that much of the department's work requirements are being supplemented by volunteer efforts, and
2. An additional 14 hours of work for the seasonal laborer to spend additional time in maintaining the conservation pathways.

DPW – D. Ouellette (DO), DPW Director requested 2 new positions:

1. An additional Maintenance Worker – DO believes the Parks Division is understaffed. In addition, the Parks Division will be tasked with maintaining the grounds for the new High School. The High School grounds are designed in a manner that will require a considerable amount of upkeep with a large degree of handwork to manage small shrubs, and
2. An additional Mechanic – the mechanics have absorbed responsibility for an additional 23 vehicles and will also become responsible for the maintenance of vehicles assigned to Town Building.

Executive Session:

NM declared that the Board should move into executive session to hear a grievance under a collective bargaining agreement, as a discussion in an open meeting may have a detrimental effect on the Board's position.

JE made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of hearing a grievance under a collective bargaining agreement, as a discussion in an open meeting may have a detrimental effect on the Board's position. NW seconded the motion.

NM took a roll call vote:

Member Evans	Aye
Member Willard	Aye
Vice Chair Peabody	Aye
Chair McCarthy	Aye

The Board members having voted 4-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 50 minutes for the stated purposes. The Board would be returning to Open Session.

NM invited D. Ouellette, S. George, R. Bushey and P. Hatfield to join the executive session.

The Board entered Executive Session at 8:25 pm.

The Board returned to Open Session at 9:55 pm.

Fire Chief Recruitment

JS updated the Board on the status of selecting a new Fire Chief. One of the internal candidates has withdrawn leaving 2 internal candidates competing for the position. The Assessment Panel Interviews have been completed. The general feedback is that Wayland has 2 strong candidates under consideration. The first Interview Panel is meeting with the candidate's on 11/21; the second Interview Panel is meeting with the candidates on 11/28.

Vacation Payment Requests

Two AFSCME members, D. Bennett and J. Abelli submitted requests for payment in lieu of vacation. Both individuals had been approved for 5 days additional carryover last year; however, an administrative error resulted in their balances not being credited with the additional 5 days until October. Members discussed options. The consensus of the Board was not to authorize payment in-lieu of vacation. JS suggested that since the error in crediting the time was not the employees fault, they should not be unduly penalized.

NW moved to allow D. Bennett and J. Abelli to carry the additional 5 days forward into calendar year 2012, that documentation crediting the time be provided to them in January, and that the excess time be used in 2012. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting:

NW stated that he planned to recues himself from discussion regarding the COA request at the next meeting based an association with the COA.

NM inquired into the background of the letter to the editor referencing non-union salaries. JS stated that the information was in response to an information request submitted to M. DiPietro, Finance Director. JS said he had not seen the spreadsheet submitted in response to the query, but he suspected that the same circumstance applied to all non-union employees, not just those identified in the letter.

Next Meeting:

The Board scheduled its next regular meeting for 12/12/11 at 7:00 pm.

NW moved to adjourn the meeting. JE seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 10:00 pm.

John Senchyshyn
ATA/HRD