

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
December 12, 2011 7:00 pm

Members Present: N. McCarthy (NM), P. Schneider (PS), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)

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

Public Comment:
None.

Review of November 21, 2011 Meeting Minutes:
The minutes were amended as follows:

... November ~~18~~ 21, 2011 ...

... options. **The consensus of the Board was not to authorize payment in-lieu of vacation.** JS suggested ...

meeting for ~~11/21/11~~ 12/12/11 at 7:00 pm

NW moved to approve the minutes of the meeting as amended. PS seconded the motion. Three members having voted in the affirmative, the motion passed.

Review of November 21, 2011 Executive Session Meeting Minutes:
PS moved to approve the minutes of the meeting. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Staffing Requests:

The Board reviewed the requests and comments of Department Heads from the previous meeting. Personnel Board recommendations would be provided to the Finance Committee.

Y&F Services – JS stated that the request is to convert contracted services for a Summer Community Service Program Coordinator to an employee provided service. The proposal would move \$1,500 from one line item to another. There is no other increase to the budget.

The consensus of the members is to recommend converting contracted services for the Summer Community Service Program for Y&F Services to an employee service provided there is no increase in funding.

BOH – JS noted that the clerical hours were now fully restored in the Public Health Department. Members discussed the proposal. With the recent hire of the Sr. Clerk, clerical positions are fully staffed. It was also noted that the hours of the Public Health Nurse were recently increased. NM commented on the permit entry into MUNIS and questioned if there is a more efficient software that could be utilized.

The consensus of the members is not to recommend increasing clerical hours in the Public Health Office.

Building – Members discussed the Building Commissioner’s proposal to increase clerical staffing by 3 days per week. JS noted that an arrangement had been agreed to whereby the clerical hours in the Planning Department would be reduced by 1 day per week and transferred to the Building Department. Should the volume of work so dictate, the department heads had the authorization to make additional temporary hours available to the Building Department. JS stated that the Town Administrator supported moving 1 clerical day of staffing from the Planning Department, but did not support adding 3 days of clerical staffing. JS noted that moving 1 day between departments would not add to overall payroll costs.

The consensus of the members is to recommend moving 7 clerical hours per week from the Planning Department to the Building Department with additional hours on a temporary basis if needed. Members did not support restoring the part-time clerical position in the Building Department to full-time.

Conservation – Conservation had 2 requests:

1. An additional 4 hours/week for the part-time Department Assistant. The intent is to improve the timeliness of completing projects, addressing pending storm water requirements and staying on top of pending projects, while decreasing dependence on volunteer efforts. JS stated that the Town Administrator supports increasing the hours for the part-time position. The approximate annual cost is \$4,000.
2. An additional 14 hours of work for the seasonal laborer to spend additional time in maintaining the conservation pathways. The approximate annual cost is \$2,000. JS noted this amount would be more cost effective than increasing DPW staff. PS suggested developing a program whereby volunteers would assist in maintaining the conservation areas. He referenced similar programs that were successful in other parks.

The consensus of the members is to recommend adding 4 clerical hours per week. Members supported additional seasonal hours for the trails, but also recommend investigating the possibilities of seeking volunteer assistance.

Members noted that the majority of staffing requests came from land use departments. They discussed alternative staffing possibilities. At the last meeting M. Peabody had suggested a clerical pool for these departments. JS was asked to include this suggestion in the correspondence to the FinCom.

COA - COA had 2 requests:

1. The re-establishment of a full-time COA Director - From a work flow and coordination perspective, having one Director was seen as a positive change.
2. The creation of a Coordinator of Senior Activities – Discussion ensued on the appropriate level of service expected from the COA. Members acknowledge that the senior population is increasing, but the Town needs to decide on the appropriate level of service that it intends to provide. Staffing levels are difficult to pinpoint unless the full scope of services is clear.

The consensus of the members is to recommend that the Finance Committee work with the Council on Aging to define their scope of services, ensure that funding will support those services and then develop a clearly defined staffing plan.

PS moved to approve re-establishing a full-time COA Director's position. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

DPW – DPW requested 2 new positions:

1. An additional Maintenance Worker which will focus on maintaining the grounds for the new High School. Members discussed the options of performing the tasks in-house versus contracting for High School grounds maintenance services.
2. An additional Mechanic for the increased number of vehicles being serviced by the DPW. Members discussed the request. They believed more information should accompany the request identifying specific vehicles along with further analysis related to costs of in-house repairs versus the cost of external repairs. Members were also unclear how another mechanic would function within the already crowded DPW garage.

The consensus of the members is to not recommend additional DPW positions without further analysis to include a cost comparison of performing work in-house versus competitively bidding the work.

JS stated that he would prepare a memo to the FinCom with the Board's recommendations.

Warrant Article

JS reviewed the draft article; no changes to the by-laws are proposed. The article proposes a 2.5% increase for non-union personnel. This amount is consistent with the negotiated union settlement for all Town and School bargaining units.

PS moved that the Personnel Board submit to the Selectmen for consideration for inclusion in the 2012 Annual Town Meeting warrant an article entitled "Personnel Bylaws and Wage and Classification Plan", and to authorize the Chair to sign the article proposing a 2.5% increase for non-union personnel which is consistent with union

contract settlements for FY 13. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

FY 13 Wage Charts

JS reviewed the FY 13 wage charts. No action is yet required. The charts are being presented at this time for discussion only. JS stated that in order to clarify the Town Administrator's wages, in that there is a contractual adjustment on 9/1, the number in the wage chart is the actual payment to be made during the fiscal year.

JS suggested a discussion on the wage charts might be beneficial given the letter to the editor from Jeffrey Horan. JS stated that the difference in the amounts paid referenced in Horan's letter is the 27th pay period that occurs periodically in the accounting calendar. While Horan identified 3 specific employees, the same pay format exists for all town employees. Consistent with several union contracts settled in 2005, the town adopted a standard pay format for all employees. Members discussed the format of the wage charts. The Board considers the wage charts as an example of the pay grades. The wage charts have never been intended to serve as a substitute for an annual budget.

Fire Chief Selection Process

JS reported on the selection process for a new Fire Chief. Interviews are complete, and Deputy Chief Vincent Smith has been selected to succeed Chief Robert Loomer. Feedback regarding the process from both the panelists and the candidates was positive.

Vacation Carryover Requests

JS reported that requests for additional vacation carryover were being received. All requests are within contractual and by-law limitations, and, given prior Board authorization, he will approve those requests. A final accounting will be presented in January for the Board's approval

Open Meeting Law Meeting Presentation

Both NM and JS attended the Town Administrator's presentation earlier in the evening. Several questions were raised by attendees that will require further investigation: 1.) can boards opt out of remote participation, 2.) can boards purchase their own audio equipment or service, 3.) will remote participation be permitted when maps or plans have to be viewed in order to make decisions, 4.) will there be an acknowledgement that executive sessions attended remotely would be private and 5.) should a form be required for remote participation? Clarification will be forthcoming.

Executive Session:

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

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of reviewing a Memorandum of Agreement 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 Schneider	Aye
Member Willard	Aye
Chair McCarthy	Aye

The Board members having voted 3-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 5 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at 9:20 pm.

The Board returned to Open Session at 9:25 pm.

Memorandum of Agreement

PS moved to approve a Memorandum of Agreement with the Teamsters to resolve a grievance filed by P. Hatfield. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Next Meeting:

The Board scheduled its next regular meeting for 1/23/12 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Three members having voted in the affirmative, the motion passed. The Board adjourned at 9:30 pm.

John Senchyshyn
ATA/HRD