

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
March 19, 2012 7:00 pm

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

Also in attendance: J. Senchyshyn (JS)

Public Comment:

None.

Review February 27, 2012 Meeting Minutes:

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

Review of February 27, 2012 Executive Session Meeting Minutes:

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

J. Evans (JE) joined the meeting at 7:05 pm by participating remotely.

Annual Town Meeting (ATM) Prep

JS stated that following the last board meeting he had updated several spreadsheets and created new ones in response to board queries. The following documents were distributed, reviewed and discussed by the members:

- Non-union roster with current wages – The 2.5% increase proposed in the warrant projects to approximately \$38K without including the Town Administrator in that he has a separate employment contract. Summer Rec seasonals increases should be recovered through program revenue.
- February 2012 Health Insurance Enrollment Data – Information on family vs individual enrollment was reviewed. Data included counts for insurance eligible employees and retirees who did not participate in town-sponsored plans.
- FY 12 Employee Health Insurance Rates – The rate sheet identifies employee vs employer health insurance contributions.
- Corrected FTE Counts – The counts for part-time Library pages, clerks and weekend professionals was adjusted.
- HVAC/Electrician Hiring Analysis – An analysis for the cost-effectiveness of the proposed Facilities HVAC position was reviewed. This position is included in the School budget.

JS informed the Board that he has a meeting scheduled with A. Lewis to review a number of questions regarding her recent benefits query. JS distributed and reviewed Lewis' list of questions with the Board. He also distributed the corrected employee and retiree benefits related information. Among the issues is the definition of an "FTE". NM expressed an interest in attending the meeting. JS encouraged her to attend.

NW inquired about the recent court decision regarding municipalities' requirement to pay incentives under the Quinn Bill and how Wayland might be affected. JS stated that the court ruled that municipalities were not responsible to pay the Commonwealth's 50% share for Quinn. Agreement had been reached with the Wayland Police Union in 2009 which grandfathered Quinn qualified officers, provided the Town with concessions to offset the full Quinn incentive payments and ultimately led to a new flat dollar incentive for new officers.

Executive Session:

NM declared that the Board should move into executive session to discuss negotiations with the Firefighters and AFSCME regarding job descriptions, a Teamsters' proposal on overtime language and SEIU grievances 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 collective bargaining negotiations with AFSCME and with the Firefighters regarding job descriptions, for a Teamsters' proposal on overtime language and for SEIU grievances as a discussion in an open meeting may have a detrimental effect on the Board's position. MP seconded the motion.

NM took a roll call vote:

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

NM asked JE if anyone could hear the Executive Session from JE's remote location. JE stated that no one would be able to hear the discussion at her location.

The Board members having voted 5-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 60 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at 8:35 pm.

The Board returned to Open Session at 9:15 pm.

Fire Chief's Accrual Conversion

JS reviewed the paid-time-off accrual conversion for Chief Smith. He is a 30+ year Wayland firefighter who had accrued all of his leave time based on shifts, not on hours as other department heads. JS stated that there was not a comparable situation to use as a comparison. Had the Chief been accruing in days, the agreed upon conversion balances would have been less complicated. At issue is a large accrual of sick leave shifts. JS further stated that upon retirement, the same \$7,500 sick leave buy back cap would be in effect. JS noted that future accruals would be at the non-union accrual rate. JS reviewed the accrual schedule with Chief Smith for the conversion of his accrued time.

MP moved to approve the agreed upon paid time off conversion between Chief Smith and JS for Chief Smith's beginning accrual balances as a non-union Department Head. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Annual Town Meeting (ATM)

NM inquired as to whether the Board should be prepared for any ATM motions which might affect the structure or operation of the Personnel Board. JS didn't believe such motions would be likely to happen since those motions would be inconsistent with the articles appearing in the warrant. Nonetheless, anything is possible.

Next Meeting:

JS stated that all boards will be posted for Town Meeting, but agendas would need to be added.

The Board scheduled its next regular meeting for 5/7/12 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:25 pm.

John Senchyshyn
ATA/HRD