

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 26, 2012 7:00 pm

Members Present:

N. McCarthy (NM), J. Evans (JE), M. Peabody (MP), P. Schneider (PS)

Also in attendance: J. Senchyshyn (JS)

Public Comment:

None

Review of October 15, 2012 meeting minutes:

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

N. Willard (NW) arrived at 7:05 pm

Review of October 15, 2012 Executive Session minutes:

The minutes were amended as follows:

Police **Labor** Counsel ...

last day of in the office

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

Staffing Request - Police

Chief Robert Irving (RI) presented his request to add a Patrol Officer. The position being requested was vacated approximately 10 years ago following the approval of an early retirement incentive. RI stated that the agreement with the BOS at the time was that the position would be refilled after a period of 3 years. The 3 years was a financial offset to the early retirement. However, the subsequent requests to re-fill the position were never approved. RI reviewed a variety of statistics and staffing comparisons from neighboring towns. The length of the hiring process was discussed along with the experience and difficulties presented in identifying candidates from civil service list.

Staffing Request - Fire

Chief Vincent Smith (VS) presented his request to add an additional daytime firefighter. VS reviewed staffing and cited the need for an additional position with Town Center

opening. VS also spoke to the department's difficulty in concluding inspections given the rotation of 24-hour shifts. The Chief noted that staffing has not changed since 1970 despite the evolving requirements on the department. VS looked to daytime position to improve services. PS asked if the Chief had prepared staffing comparisons with neighboring departments. VS indicated that he would forward the data.

Staffing Request - WaylandCARES

Heidi Heilman (HH) presented her proposal to add a new department. WaylandCARES is in the final year of a 6-year federal funding grant. Continued grant funding is unlikely. The program works in conjunction with other Town departments and constituencies to target alcohol and drug consumption focusing on systemic issues. HH referenced the program's success rate in reducing consumption. HH reviewed the staffing proposal should the program be funded in the operating budget. The department would consist of a Director and a Program Coordinator, both 19-hour per week, non-benefit eligible positions which would be supplemented with Youth Coordinators in the schools.

Employee Benefit Costs

JS stated that during the last budget preparation cycle, inquiries were made by residents to quantify employee benefits costs and to better identify the actual overall costs of employees. JS presented 3 templates that he prepared: 1 for police, 1 for fire and 1 for all other regular employees. Much of the data was pulled from MUNIS, but it is not in an easily manipulated format. Benefits data was also pulled from other sources. JS asked for the Board's input and suggested further discussion at the next meeting. MP suggested looking at median wages as opposed to average wages.

Firefighters' Sick Leave Bank Request

JS noted that the firefighter who would use the sick leave bank had not yet complied with Fire Chief's directive for return-to-duty testing. Until such time as the testing is completed, JS recommended that the Board take no action on the request. The consensus of the Board was to take no action at this time.

Non-Union Sick Leave Bank Withdrawal Request

Recreation Director Nancy McShea has requested a withdrawal from the non-union sick leave bank in the amount of 10 days. JS stated that she is on an approved FMLA leave of absence and will likely not have sufficient accrued time for the length of the leave. JS noted McShea is member in good standing of the bank and that any award would be applied only after her accrued time has expired, would be applied as needed and not transferred in a lump sum.

MP moved to approve a sick leave withdrawal from the non-union sick leave bank of up to 10 days for Nancy McShea. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

Police Administrative Assistant – Starting Wage Rate

JS informed the Board that Wayland School employee Lisa Dana was selected as the new Police Administrative Assistant. She has 12 years of service with the schools and is currently at top step in her School position. JS requested approval to start Dana at top step of an N-3, to transfer up to 10 days accrued vacation to the Town and to transfer the balance of accrued sick leave to the Town. The move to the Town position results in a slight reduction in wages. JS noted that this is the first School employee to be awarded a position with the Town.

MP moved to approve a starting wage rate for Lisa Dana at top step of a grade N-3, to transfer up to 10 days accrued vacation and to transfer the balance of accrued sick leave to the Town. JE seconded the motion. Five members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda

JE stated that she is relocating to Florida and is resigning effective December 31, 2012. She will likely participate remotely at the December meeting.

MP distributed a Performance Review packet that was originally distributed to boards and commissions in September 2002. The Board could review and discuss the information at its next meeting.

Next Meeting:

The Board scheduled its next regular meeting for 12/10/12 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 9:05 pm.

John Senchyshyn
ATA/HRD