

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
December 10, 2012 7:00 pm

Members Present:

N. McCarthy (NM), J. Evans (JE), N. Willard (NW), P. Schneider (PS)

Also in attendance: J. Senchyshyn (JS)

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

NM announced that JE would be participating in the meeting remotely.

Public Comment:

None

Review of November 26, 2012 meeting minutes:

JE questioned whether A. Lewis should be acknowledged as being present at the meeting. JS replied that A. Lewis did not speak during public comment, nor did she address the Board directly. As such, she was not included in the minutes.

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

Staffing Requests

Police – Members discussed the request for another Police Officer. Given the long-standing commitment from the BOS to replace the position vacated by an early retirement incentive in 2003 and the opening of Town Center, the Board was supportive of the request.

Fire – Members discussed the request for another Firefighter. Members supported the request given the opening of Town Center and the historic increase in medical call volume. Unlike the Police Officer, this is a new request. JS was asked if there were any previous discussions on increasing staff size in past years. JS indicated that he had occasional conversations with Chief Loomer on adding a position, but their discussions focused more on the management level. The Board suggested that JS revisit the level of the position with Chief Smith before the Board makes a recommendation.

WaylandCARES – JS noted that the primary decision to establish WaylandCARES as a Town department is vested with the BOS and the FinComm. Should the department be established, then the Board can weigh-in on the job descriptions. As proposed, the positions are part-time with no benefits or legacy costs. The Board concurred with the approach.

JS requested that the Board authorize him and NM to draft a response to the FinCom on behalf of the Board.

NW moved to support the request for an additional Police Officer in the FY14 budget, seek additional information on the Firefighter and authorize JS and NM to respond to the FinCom on behalf of the Personnel Board. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Employee Benefit Costs

JS stated that the last meeting when he had presented the drafts of employee benefit costs, MP had inquired if using the median wage would be a more accurate number rather than using the average wage for each grouping of employees. JS reported that the median wage reduced the overall cost for each employee grouping by \$3K to \$5K. JS inquired if there were any other scenarios or analysis that the Board would like to see. None mentioned, JS said he develop the analysis for more specific groups: Police Office, Firefighter and DPW worker.

Vacation Carryover Request

JS reported that requests thus far were compliant with the appropriate contract language. However, there is 1 unusual circumstance:

In January 2012, Jay Abelli was approved to carryover vacation time in excess of the contractual amount. His CY 12 beginning balance was 27 days. He accrues at an annual rate of 25 days. Maximum carry over under the AFSCME contract is 20 days. Mid-year of 2012 the Building Commissioner resigned. Abelli was appointed as the Interim and subsequently appointed as the Building Commissioner. Based on the workload (including the completion of the first phase of the Town Center project), Abelli used only 1 vacation day since July 2012. As a result, his accrued balance has not decreased significantly. Abelli's vacation balance, including the December accrual, will be approximately 49 days. He anticipates being able to use 7 vacation days in December. Given the circumstances, both the Town Administrator and JS recommend paying Abelli for 20 days (appx \$6K gross wages). There are sufficient funds in the Building Department salary account due to the staff turnover to cover the additional expenditure. Abelli will then carry approximately 22 accrued days into CY 2013. Carrying more days forward into 2013 will only recreate the current problem. JS recommended any such action would be contingent upon not setting precedent with the union.

NW moved to approve the payment of 20 vacation days and the carryover of 22 days for Building Commissioner Jay Abelli on a non-precedent setting basis. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Performance Reviews

JS stated that he hoped MP would review the document that she distributed last meeting. Given her inability to attend tonight, JS suggested postponing this item until the January meeting. The Board concurred.

Spring 2013 Warrant Article

JS reported that the warrant for Annual Town Meeting will open on December 17th. JS asked the Board to authorize the Chair to submit an article on behalf of the Board. The initial submission can be amended if needed.

NW moved to authorize the Personnel Board Chair to submit the Spring 2013 Personnel warrant article on behalf of the Personnel Board. Four members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda

JS distributed a document from the previous week's OPEB presentation to the BOS. He also distributed a document from the state OPEB Commission. Members asked several questions regarding OPEB.

The Board noted that tonight is the last meeting for Board Member Jane Evans. Everyone wished her well and thanked her for her years of service.

Next Meeting:

The Board scheduled its next regular meeting for 1/14/13 at 7:00 pm.

JE moved to adjourn the meeting. Four members having voted in the affirmative, the motion passed. The Board adjourned at 8:05 pm.

John Senchyshyn
ATA/HRD