

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
February 11, 2013 7:00 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), N. Willard (NW), P. Schneider (PS), J. Green (JG)

Also in attendance: J. Senchyshyn (JS)

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

Public Comment:

None

Review of January 14, 2013 meeting minutes:

The draft minutes were amended as follows:

... employee, Finance Director, ...

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

Review of January 14, 2013 Executive Session meeting minutes:

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

Employee Benefit Costs

The discussion was a follow-up to an earlier review of the overall costs of benefits applicable to an employee. Included in the Board’s packet were 5 employee samples: Police Officers (no sergeants), Firefighters (no officers), full-time AFSCME professionals, full-time DPW laborers and full-time clerical staff. All data was for FY 2012. The Board reviewed the data and asked that the information to be separated into the following groupings: wages, benefits particular to the group and benefits common to all employees. Members asked if overtime was included in all groups. JS noted that it was not included in police and fire, perhaps it should be. MP suggested looking at the benefit percentage without OT included. JS stated that he would revise the format for the next meeting.

Request for a New Firefighter

JS updated the Board on the status of the new Firefighter. The Board had asked for additional information following its initial meeting with Chief Smith. JS & the Town Administrator met with the Chief to address the Board’s questions, but JS neglected to add

the follow-up to the January agenda. In the interim the Finance Committee decided not to add the Firefighter to the FY 14 budget. While inclined to support the addition of a Firefighter, the Board determined that it will wait until a future request is submitted before commenting further.

Wage Schedules for Warrant

JS reviewed the wage scale addendum for the warrant. For settled contracts, negotiated 2% increases are included. The unsettled Fire contract reflects FY 13 wages. Regular non-union positions reflect the 2% increase negotiated with the unions. Following discussions with Department Heads, seasonal positions continue to reflect FY 13 wages. At the request of the Recreation Director, several summer program positions had title changes. In addition, steps for the non-supervisory summer positions were eliminated.

MP inquired if any background information had been located regarding a resident's inquiry on differences in pay for Police Chief and Fire Chief. JS stated that he located the warrant where the grades were changed, which he recalled as being 2002. Unfortunately no back-up documentation was found. MP suggested that the changes might have been based on the Police Chief being given oversight of the Joint Communications Center.

PS moved to approve the FY 14 wage scale addendum to the 2013 warrant article. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session:

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21 for the purpose of collective bargaining strategy discussions regarding Police mid-term bargaining strategy, AFSCME mid-term bargaining strategy and successor contract bargaining strategy for all unions; for the purpose of negotiation of employment contract for non-union personnel, the Police Chief and Public Buildings Director; and for the purpose of reviewing of executive session minutes for release 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 Green	Aye
Member Schneider	Aye
Member Willard	Aye
Vice-Chair Peabody	Aye
Chair McCarthy	Aye

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 1 hour for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 8:05 pm.

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

Release of Executive Session Minutes

MP moved to approve the release of the Personnel Board's 5/29/13 executive session minutes. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Performance Review Discussion

The Board continued its discussion of performance reviews. MP briefly reviewed the background of the 2002 initiative. Members discussed the pros and cons of evaluations. It was suggested that evaluations can help to set the overall course for an organization. There was not agreement amongst members that evaluations are worthwhile. Members asked JS about the use of evaluations in Wayland. He stated that it is difficult to gather consensus on an overall direction for Town government. There are numerous boards with wide varieties of jurisdiction. It is not uncommon for differences of opinions amongst boards to occur when it comes to specific items. Members acknowledged that Town government can be a politically charged environment. They also acknowledged that evaluations can be a very time consuming process for staff. JS noted that a high number of reviews would fall under the Town Administrator. He added that any review process that the Board pursues will need to be streamlined if it is to be effective. JS suggested for senior staff that the Board consider incorporating duties common to all managers that can be used as a condensed format. Such duties and responsibilities might include supervision, budgetary preparation, customer service, department management, etc. JS suggested that NM and he work on developing template for senior staff and non-union employees. The Board agreed.

Topics not Anticipated 48 Hours in Advance of the Agenda

None

Next Meeting:

The Board scheduled its next regular meeting for 3/18/13 at 7:00 pm.

NW moved to adjourn the meeting. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:50 pm.

John Senchyshyn
ATA/HRD