

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
March 18, 2013 7:00 pm

Members Present:

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

Also in attendance: J. Senchyshyn (JS)

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

Public Comment:

NW asked to comment as a member of the Economic Development Committee and not as a Personnel Board member. NW urged residents to vote for the articles providing for the sale of the Septage property and modifying the zoning to permit the construction of 216 elder housing units. NW noted that all 216 units would count towards and fulfill the Town’s obligation for affordable housing.

J. Green (JG) arrived at 7:10

Review of February 11, 2013 meeting minutes:

The draft minutes were amended as follows:

... evaluations are ~~effective~~ **worthwhile**. Members ...

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

Review of February 11, 2013 Executive Session meeting minutes:

The draft minutes were amended as follows:

... recommend a ~~hire~~ **higher** starting ...

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

Employee Benefit Costs

JS presented the revised employee benefits cost analysis in the format suggested by M. Peabody at the previous meeting. JS noted that clothing costs were not included in the MUNIS payroll print outs, but were paid in different line items. NM asked if there were any particular plans for the data. JS replied that he had no specific plans, but would have the information available upon request.

Annual Town Meeting (ATM) Preparation

*Budget* – JS distributed and reviewed the development of the new budget format contained in the warrant, focusing on the additional numbered line items, the Full Time Equivalent (FTE) counts and the addition of lines in the Unclassified budget. Members discussed the potential effects of the new format at ATM.

*Appendix B* – JS distributed and reviewed Appendix B. It contained a new section which is a further breakdown of departmental FTEs by title. Unfortunately, the new FTE summary was incorporated with the Wage and Classification Plan into a single appendix. JS stated that the two items could be separated as an erratum for ATM. Members were agreeable with separating the items in that manner.

*Data for ATM* – JS provided copies of non-union wages, with the proposed 2% FY14 increase. NM inquired if the Town Administrator’s increase would make an appreciable difference. JS responded that he did not believe there would be a significant difference, but would double check. JS also distributed a salary survey conducted by the Town of Lexington. The survey identified senior managers’ wages in participating communities.

Executive Session:

PS made a motion to move into Executive Session under M.G.L. c. 30A, Sec. 21(a)(3) for the purpose of collective bargaining strategy discussions regarding Police mid-term bargaining, AFSCME mid-term bargaining, SEIU mid-term bargaining, successor contract bargaining strategy for all unions; for the purpose of negotiating an employment contract for non-union personnel, the Police Chief 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
Chair McCarthy	Aye

The Board members having voted 4-0 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 8:00 pm.

The Board returned to Open Session at 9:20 pm.

Topics not Anticipated 48 Hours in Advance of the Agenda

NM inquired about a newspaper article regarding the West Suburban Health Group (WSHG). The article focused on the group’s fund balance. JS offered a brief overview:

The WSHG is comprised of 16 communities/educational collaboratives. The group is totally self-funded. FY 14 claims are projected at \$114M. Fund balance at the end of January was \$18+M. The balance is higher than the group would like. The past several years' rates were intended to be supplemented with fund balance, but the balance was not drawn down as anticipated. The WSHG is planning to implement a fund balance policy that calls for a fund balance of between 8% and 12% of claims. Fund balance has increased in recent years due to retiree drug subsidies (RDS) for certain Medicare supplemental plans. Total gross RDS subsidies were approximately \$8.5M, of which approximately \$2.5M was returned to member communities over the past 2 years. Wayland received approximately \$100K each year. There has been a reluctance to release more RDS funds because of concerns in cost fluctuations resulting from rate subsidies. Without the RDS funds, the fund balance would already be within the proposed 8% to 12% policy.

Next Meeting:

The Board will schedule its next regular meeting for either 4/22/13 or 5/6/13 at 7:00 pm.

NW moved to adjourn the meeting. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:35 pm.

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John Senchyshyn  
ATA/HRD