

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 13, 2013 7:00 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), J. Green (JG),
Also in attendance: J. Senchyshyn (JS)

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

Public Comment:

M. Lowery, BOPW member – Noted his Board supported the request for 2 additional Park workers. He touched upon the varied tasks, many unrecognized, that DPW workers perform.

M. Peabody (MP) and P. Schneider (PS) arrived at 7:05 pm.

B. Wright, Rec Chair – Speaking on his own and not representing the Commission, was speaking against the proposed Parks workers. Believed the fields were woefully ill prepared for the initial spring soccer games. He noted 4/1 field openings had never been an issue when the Parks workers reported to Recreation. He suggested contracting out the field preparation rather than hiring additional workers. He noted that the DPW Director had committed in February to providing information on hours devoted to Recreation work, but nothing was received thus far. JS noted that the allocation of work had been completed since 7/1 and would be forwarded.

F. Krasin, Rec Commissioner – Questioned the type of work that was performed for Recreation in the winter months.

L. Segal – Noted that she had heard these comments before. Inquired why this room is being used for this meeting. JS noted that no one had attended the staffing presentations in previous years and space was not an issue.

A. Lewis – noted that new positions would come with OPEB and retirement costs.

The Board moved the meeting to the Council on Aging area.

Staffing Reviews

Police

Chief Irving (RI) referenced the recent transfer officer who filled the latest vacancy. He noted that the transfer saved related Police Academy costs. RI cited a citizen request to add a Traffic Supervisor at the Rt 27/Rt 30 intersection, but clarified the actual intersection is Rte 27 and West Plain St. He noted this is not a typical intersection for a Supervisor, but referenced a recent incident at the corner. The cost would be \$7,7K per year with no benefits. The position would provide both morning and afternoon coverage.

JS stated that the review of the Lt's wages needed to be completed. The wage study had begun in the summer. JS reviewed a spread sheet comparing Wayland's Lt to Lt positions in Sudbury, Lincoln, Weston and Westwood. With OT included the average wage, with additives, adjusted for a 40 hour workweek, was \$117,691. Wayland's Lt, using the same parameters, would be compensated at \$107,790. JS suggested creating a new step at the equivalent of 9.65. Such a step would raise the Lt to \$111,273 using the comparative parameters. Compensation adjusted for the Lt's actual educational incentive would be \$115,909 at top step. RI requested that, if approved, the wage classification be approved in FY 14. He indicated there are sufficient funds given the vacancy of the Administrative Sergeant.

Fire

Chief Smith (VS) reviewed his request for an additional firefighter. VS presented comparative data on staffing from neighboring towns. He noted that staffing levels have not changed since 1970, yet annual incidents have risen from 582 to 3,638. VS spoke to the anticipation that the new position would be assigned to a M-F day shift and add much needed daytime support to the Department. JS noted that by comparison, the Police Department had 22 sworn officers with a M-F Lt and a full-time admin support position. The Fire Department has 25 sworn firefighters with the Deputy Chief serving as a shift commander on a 24/7 schedule and a 19-hour per week admin support position. Board members asked VS about ambulance receipts. He noted an increase from \$416K to \$451K.

A discussion ensued on the effect of assisting living complexes. L. Segal inquired if other communities receive supportive funding through the permitting process.

Finance

B. Keveny (BK), Finance Director presented his plan to change departmental staffing. The payroll clerk recently resigned. A MUNIS consultant was brought in to analyze the payroll procedure. The recommendation and effect has been decentralizing the payroll entry to the department level with likelihood of reducing the position's hours to less than 20 per week. The savings in hours would be used to restore 7 hours/week to the Accounts Payable clerk and increase the Benefits clerk to full-time. The net effect of the re-distribution of hours should be cost neutral. MP requested the hours differential be submitted writing.

Parks

M. Lindeman (ML), Parks Superintendent presented the DPW's request to add 2 Maintenance Workers to the Parks Division. ML stated that in the 1990s 1 Parks position became funded through a perpetual care account at the cemeteries and 2 other positions were funded through Recreation fee support. He noted that over time, many additional items have been added and continue to be added to maintenance: lining additional fields, Town Center, the new High School, etc. M. Lowery noted the storm drain requirements.

Discussion ensued on opening fields for athletic events in the spring. F. Krasin asked why the DPW could not prepare the fields but the previous P&R Department could. NB stated that such a discussion belonged at a meeting between the BOPW and the Rec Commission.

L.Segal asked how the proposed facility would affect the operation. ML stated that most Parks jobs were in the south end of Wayland and travel time would increase. L. Segal asked why the School Committee turned down a maintenance contract. ML said he didn't know, but cautioned that maintenance contracts can contain many unforeseen costs if all work is not properly accounted for in drafting the contract.

Youth and Family Services (YFS) and Board of Health

JS stated that he had not asked representatives from these departments to attend. YFS sought to increase their part-time hours from 4 per week to 6 per week. Their written proposal should adequately state their needs.

With the potential of reopening of the Loker School, an increase could be expected in nursing services. Since this decision is ultimately out of the hands of either the Personnel Board or Board of Health, this item will be addressed as part of the decision on re-opening the school.

Annual Report

The Board reviewed the draft Annual Report

MP moved to accept the report as amended. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

FY 15 Budget

JS presented the Board's FY 15 draft budget. It is consistent with previous years. Members noted that no funds were expended from the Adjustment Fund. JS responded that there were no reclassifications, grievances or similar transactions with a monetary effect thus far.

MP moved to approve the FY 15 Personnel Budget. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of November 1, 2013 meeting minutes:

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

Review of November 1, 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.

Letter to the Editor

Draft documents were distributed by NM, and members discussed the proposed letter. JG expressed concern on the language pertaining to safety related issues. MP stated that the focus should be personnel issues and not go beyond personnel issues. The Board discussed and made changes to the draft.

PS moved to approve the letter as edited, subject to Labor Counsel's review and suggestions as appropriate. JG seconded the motion. Five members having voted in the affirmative, the motion passed.

Evaluation of Collins Center Materials and Interview

Board members reviewed the interview with the Collins Center. The Board had not rated the Collins Center's proposal when the RFPs had been ranked. The same template and rating system was applied to the Collins Center and the chart was updated to reflect their rankings.

Develop Interview Questions for Upcoming Consultant Interviews with Selectmen

Members discussed potential topics to be incorporated into questions for the upcoming consultant interviews for the Town Administrator search. Topics discussed included: team building workshops, guarantee of placement, transition planning, community involvement, and plans to market Wayland. The suggestion was made to review the non-selected RFPs for ideas.

Topics not Anticipated 48 Hours in Advance of the Agenda

There were none

Next Meeting:

The Board planned to meet in advance of the 11/18/13 joint interviews with the BOS. The meeting was planned for 6:30 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 10:25 pm.

John Senchyshyn
ATA/HRD