

Personnel Board Meeting
Wayland Town Building - Selectmen's Office/COA Room
Meeting Minutes
December 2, 2013 6:45pm

Members Present: N. McCarthy (NM); J. Green (JG); P. Schneider (PS)

NM called the meeting to order at 6:50 pm

In preparation for the joint meeting with the Board of Selectmen (BOS), PS reported on the results of his conversations with representatives from the towns of Burlington and Marblehead while conducting reference checks of consulting firms to assist with the Town Administrator (TA) search. He reported that all references were extremely positive.

M. Peabody (MP) arrived at 6:55pm.

Public Comment:

Resident Anette Lewis stated that as the town moves through the process of hiring a new TA and drafting an employment contract with the successful candidate, she hopes the town will not use the old contract as a starting place for compensation, but rather would look to the compensation for the TA in the town of Weston. Ms. Lewis stated that in her opinion, several of the existing provisions in the Wayland contract provide too many benefits for the TA; for example, the 401(k) and severance provisions.

Review of Requested Positions:

The members discussed the requests that had been made at the November 13, 2013 meeting by various town departments for new positions/other staffing requests in the FY15 budget. Specifically:

****Youth and Family Services** (1) request to increase Administrative Assistant time from 4 hours per week to 6 hours per week and (2) increase the salary for the High School Community Service Program Coordinator from \$1500 to \$2000. The members discussed the supporting memo prepared by Lynn DowD, Director, and agreed that an increase in 2 hours of Administrative Assistant time was justified by the heavy workload. The members agreed that more information would be needed by the Finance Committee to decide whether or not to approve the second request.

PS moved to approve the first request by the Department of Family and Youth Services to increase the Administrative Assistant's hours from 4 to 6 hours per week. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

****Finance:** request to (1) modify the schedule/duties of the Financial Assistant - Accounting - C15 position from 4 days per week in the Finance Department and 1 day in the Board of Health to 5 days exclusively with the Finance Department; and (2) increase the hours of the Benefits Coordinator position (Financial Assistant - Benefits - C15) from

appx 24 to 35 hours per week. The members discussed the information from Brian Keveny regarding overall staffing of the Finance Department. With the resignation of the payroll employee and subsequent reduction in hours from 35 to 18, the new requests would result in better overall workload allocation without adding additional cost because the addition of hours with some employees are offset by saving with the Payroll position.

PS moved to approve the requests by the Finance Department to modify the Financial Assistant- Accounting position to 5 days per week in the Finance Department and increase the Benefits Coordinator hours to 35 per week. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

****Police:** (1) request from a resident to hire a Traffic Supervisor (crossing guard) at the Legion Square/Finnerty's intersection and (2). The members discussed the importance of instructing children who use this intersection to use the crossing buttons and always walk their bikes across the street, which might make a crossing guard unnecessary. MP noted that this is a very large intersection for a crossing guard to manage. The members discussed the thorough research the Police Department had conducted before making the request and the safety concerns of the parents of the children using the intersection. JG suggested funding the position on a temporary basis and revisiting the request next year to see if the position was still warranted.

JG moved to approve the request by the Police Department to hire a Traffic Supervisor at the Legion Square intersection, for one budget cycle, after which time Chief Irving will re-evaluate the need for the position. MP seconded the motion. Three members having voted in the affirmative one member having voted in the negative (PS), the motion passed.

****Police:** (2) request to reclassify the Police Lieutenant position to account for an increased workload and the fact that the position is not overtime-eligible. The members discussed the fact that because this was a reclassification rather than a request for a new position, the Board did not need to vote on the request.

****Fire:** request to add one full-time Firefighter. The members discussed the detailed memorandum presented by Chief Smith at the November 13 meeting, particularly the increase in the number of medical calls . The members noted that the town is reimbursed for some calls, and also discussed the fact that there has been no increase in personnel since 1970 despite the increase in calls.

PS moved to approve the request by the Fire Department to hire an additional full-time Firefighter. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

****Department of Public Works:** request to add two full-time positions to the Parks Division of the DPW. NM stated that part of the rationale for the request is the increased workload from the new high school, as well as issues with the field maintenance. The members reviewed the information sent by Nancy McShea, Director

of Recreation, regarding the field opening days. MP stated that the Division's increased workload seemed seasonal, and that the 2 additional FTE's might not be needed for the full year. The members discussed whether the DPW had fully explored the alternatives to their request, such as contracting out some of the work or cross-training. PS noted that this was in part related to a bigger problem of how much the town is charging for field use.

The members agreed to continue the discussion of the DPW request after the Joint Meeting with the BOS.

Joint Meeting with the BOS --Review References for Consultants for the TA Search and Potentially Select a Consultant to Conduct the Search: Discussion of Next Steps in the Process

BOS members present: Steve Correia (SC); Ed Collins (EC); Joe Nolan (JN); Tony Boschetto (TB)

Also present: John Senchyshyn, Bob Mercier

NM stated that the Personnel Board had been charged by the BOS to check references on the Collins Center; MRI and MMA. NM and MP explained that each member of the PB had called references from various towns that had used these consulting firms in the past, and that each member had asked the same questions. The questions focused on the town's experience with the consulting firm, what the town liked best as well as downsides working with the firm, what if anything the town would do differently, and whether the town would work with the consulting firm again. The PB reported that all references were generally positive, but that overall, there were two "A" firms (MMA and MRI) and one "B" firm (Collins Center). NM discussed several aspects of the various consulting firm proposals that were important to consider - whether the firm offered a warranty; whether the firm would assist in the transition process; the types of marketing materials offered; and whether the firms would require the candidates to do a writing piece/essay question. The PB and BOS discussed the pros and cons of the three firms. The BOS voted 4-0 to offer the work to MRI.

The PB left the BOS meeting.

The PB returned to the discussion of the DPW staffing request at 8:40 pm.

**NM suggested sending a list to the DPW of additional information the PB would like to see to be able to consider approving the request in the future, to avoid getting repetitive requests next year without having the full information we would require to make a decision. The members agreed that the cyclical nature of the work was a problem; there was a need to get all of the relevant Boards and Departments together to do a comprehensive analysis of the needs and explore cross-training; and subcontracting needed to be explored.

PS moved to deny the request by the Department of Public Works to hire a new two full-

time employees in the Parks Division. The PB will send a follow-up memo to the DPW outlining our concerns and questions. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

TA Job Description

MP reported that JS had sent her some edits on the TA job description that she would review. MP will continue to work on revising the job description provisions relating to the DPW, Recreation, and appointed and elected Boards.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting:

None

Next Meeting:

TBD, likely either January 9 or January 16.

PS moved to adjourn the meeting. JG seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:25 pm.