

Personnel Board Meeting
Wayland Town Building – Selectmen’s Meeting Room
Meeting Minutes
January 15, 2014 7:15 pm

Members Present:

N. McCarthy (NM), M. Peabody (MP), P Schneider (PS),
Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:15 pm.

Joint Meeting with Finance Committee (FC):

FC members present: T. Greenaway (TG), N. Funkhauser (NF), D. Gutschenritter (DG), C. Martin (CM), C. Karlson (CK), G. Wolin (GW). Finance Director B. Keveny (BK) was also in attendance.

Board members discussed with the FC the departments’ staffing requests for the FY 15 budget. The following requests were reviewed:

- Police: The Board stated that this was a trial run of the traffic supervisor addition and that the need for the position should be reviewed next year. They had not discussed or had a request for a 24th officer.
- Fire: The Board recommended this position based on the increase in the number of calls and Wayland’s staffing level compared to peer towns. Discussion included administrative hours, staffing for inspections, changing call types. DG inquired about the staffing levels of firefighters vs. EMTs. JS stated that he would have further discussion with Chief Smith regarding the latter.
- Finance: BK explained the proposed reconfiguration of staffing hours. The Board applauded this reconfiguration as a good use of hours and staff. Outsourcing payroll has been discussed by staff but not costed out.
- DPW: NM noted the Board wanted more analysis on cross training of staff, workload throughout the year and contracting-out options before recommending additional positions.
- Youth and Family Services: TG recused himself from the discussion as his wife is on the board of Youth and Family Services. Discussion centered on the requested stipend increase for the HS Community Service Program Coordinator. It was not clear to FC where the program fee is booked. CK will follow-up.
- Public Health: A decision on the additional School Nurse hours depends on the School Committee’s elementary reconfiguration decision.

A general discussion of the wage levels for Water employees followed. The FC heard anecdotal information during the DPW/Water operating budget review that current wages were not sufficient to retain staff. JS disputed the information. The particular staff person who left did so for a considerable promotional opportunity. The Board had not been asked to do a market analysis.

Executive Session:

MP made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21(3) for the purpose of collective bargaining discussions regarding successor collective bargaining strategy for negotiations between the Town and the following representing unions: Police, Teamsters, AFSCME, SEIU and Library as a discussion in an open meeting may have a detrimental effect on the Board's position. PS seconded the motion.

NM took a roll call vote:

Member Schneider	Aye
Vice-Chair Peabody	Aye
Chair McCarthy	Aye

The Board members having voted 3-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 30 minutes for the stated purpose. The Board would be returning to Open Session.

The Board was joined in Executive Session by the FC, BK and JS,

The Board entered Executive Session at 8:10 pm.

The Board returned to Open Session at 8:35 pm.

The Board left the FC meeting and reconvened in the Selectmen's Office.

Next Steps in the Town Administrator Search:

Members discussed the development of a resident survey. JS presented a draft. The intent was to create a brief survey with concise responses so that the results can be tabulated and reported. JS reviewed his background work with L. Simon, Technology Director for posting on the website. Members asked if the responders email address could be captured. JS said he would inquire.

Members then discussed the ad to solicit citizen volunteers to serve on the Selection Committee. JS stated that the notice was distributed to the Crier, Patch, Enews and WVN. Members discussed how the citizens would be select. No definitive plan had been agreed upon.

Members discussed who would serve on the Selection Committee from the Board. PS was selected.

MP moved that PS would serve as the Personnel Board's designee to the Town Administrator Selection Committee. NB seconded the motion. Three members having voted in the affirmative, the motion passed.

Topics not Anticipated 48 Hours in Advance of the Agenda

There were none

Next Meeting:

The Board planned their next meeting for 1/27/14.

PS moved to adjourn the meeting. Three members having voted in the affirmative, the motion passed. The Board adjourned at 9:30 pm.

John Senchyshyn
ATA/HRD