

Personnel Board Meeting
Wayland Town Building – Large Hearing Room
Meeting Minutes
February 23, 2015 7:15 pm

Members Present:

J. Green (JG), M. Peabody (MP), P. Schneider (PS), D. Cohen (DC), M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:15 pm

JS announced that the grievance hearing was being removed from the executive session.

Executive Session

JG made a motion to enter executive session pursuant to MGL Ch30A, Sec 21(a)(3) to review and potentially approve AFSCME MOAs regarding a temporary DPW Superintendent and previous service credit upon rehire, and to discuss collective bargaining negotiations with Fire and AFSCME (professional) Unions.

MP seconded the motion.

JG took a roll call vote:

Member Jones	Aye
Member Cohen	Aye
Member Schneider	Aye
Vice Chair Peabody	Aye
Chair Green	Aye

The Board having voted 5-0 to move into Executive Session, the motion carried. JG 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 entered Executive Session at approximately 7:16 pm.

The Board returned to Open Session at approximately 7:40 pm.

AFSCME MOAs

MJ moved to approve an MOA with AFSCME establishing a combined Highway/Parks/Transfer Station Superintendent at a grade G9 for a period of up to 1 year. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

MJ moved to approve an MOA with AFSCME crediting Don Millette with 8 years, 10 months previous service for vacation accrual purposes. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Public Comment

None.

Review of August 11, 2014 Meeting Minutes

MP moved to approve the draft minutes of August 11, 2014. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of January 12, 2015 Meeting Minutes

The draft minutes were amended as follows:

... MJ moved **to** adjourn. ...

PS moved to approve the draft minutes of January 12, 2015 as amended. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of February 12, 2015 Meeting Minutes

The draft minutes were amended as follows:

... MJ moved to recommend ~~the~~ to the Finance Committee ...

PS moved to approve the draft minutes of February 12, 2015 as amended. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Calendar Year (CY) 14 Vacation Carryover Requests

JS reviewed CY vacation carryover requests from employees. He noted that the requests were in line with the collective bargaining agreements and by-laws. However, there is one exception. DPW Director S. Kadlik is carrying forward 30 days. The excess carryover is related to 2 factors: 1) an administrative error reporting his actual accrual and 2) his promotion to Acting and then regular DPW Director. Members discussed the most effective manner in which to address the excessive amount. MJ suggested that it may be more effective to pay Kadlik for 10 days of the carryover, with the understanding that such an action does not set any precedent, nor will a similar approval be given next year.

MJ moved to approve payment to Kadlik for 10 vacation days and allow him to carry the balance into 2015 without setting precedent for any future circumstances and then to approve the balance of the vacation carryover list as submitted. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Asst. Children's Librarian Classification Request

Library Director Ann Knight (AK) and Library Trustee Anne Heller joined the meeting. AK presented the Library's request to upgrade the Asst. Children's Librarian from an L3 to an L4. The request was made in an effort to establish the position as a professional Librarian. The incumbent is retiring and this upgrade would aid in attracting candidates with a preferred skilled set. AK noted that since the retiring incumbent is at top step, and that a new hire would come into the position at a much lower step, there would be a reduced salary amount for the budget. The Board reviewed the draft job description. JS suggested adjusting the manner in which the degree requirement and the years of experience were stated. JS stated that he would bring the revised job description back to the Board.

MJ moved to approve the change in the Asst. Children's Librarian grade from an L3 to an L4. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Discussion on MA Minimum Wage Law Adjustments

JS reviewed the short and longer term effect on positions currently below the new MA Minimum Wage Law. He noted that municipalities are exempt from the new requirements. The Board discussed its options and decided to maintain its flexibility on wages moving forward. Consensus was that there is not a need to create a policy, but rather allow the marketplace to drive wages.

Substance Abuse Professional Job Description

JS stated that the Board had previously reviewed the job description with members of Wayland Cares and instructed him to negotiate with the union regarding the pay grade. He reported that negotiations with the union were completed, but he had neglected to bring the job description back to the Board for approval. No changes had been made to the job description. Members discussed the wording of 2 items and recommended changes.

DC moved to approve the Substance Abuse Professional job description at a grade G5 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Wage Scales and FTE Counts for ATM Warrant

JS reviewed the appendices for the Wage & Classification warrant article. The appendices are comprised of the wage scales and the FTE counts. He noted the Rec Department requested the addition of steps for several seasonal positions. He stated that in coming years the steps may become worthwhile with respect to the new minimum wage law.

MP moved to approve the wage scale and FTE appendices to the Wage & Classification warrant article to include the seasonal steps requested by the Rec Department. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Draft Domestic Violence Policy

JS reviewed the Board's updates to the draft Domestic Violence Policy. MJ would review several questions under the law and comment back to JS in preparation for the next meeting.

Acknowledge Release of Executive Session Minutes of 11/24/14, 12/8/14 and 1/12/15 Meetings

JS stated that the release of executive session minutes for 11/24/14, 12/8/14 and 1/12/15 were not mentioned publically. He noted that there is a document in the Board's package which will serve as a public acknowledgement on the current release status of the Board's executive session minutes.

Fire Chief Recruitment

JS updated the Board on the Fire Chief recruitment process. Interviews with the Town Panel for the 2 finalists were conducted on 2/18. The Panel made a unanimous recommendation to the Town Administrator for appointment. A background check is being conducted. An announcement on an appointment will be forthcoming soon.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance

None.

Next Meeting

The Board scheduled 2 meetings. The first on 3/2/15 will focus on whether to vote to support the OPEB article. The second on 3/23/15 will be the regular monthly meeting.

MJ moved adjourn. DC seconded the motion. Five members voting in the affirmative, the motion passed. The Board adjourned at 9:05 pm.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

February 23, 2015

Document:

2014-08-11 Draft Minutes
2015-01-12 Draft Minutes
2015-02-12 Draft Minutes
2014 Vacation Carryover Requests
2015 Warrant Wage Tables
2015 Warrant Rec Seasonal Step Request
2015 Warrant FTE Counts
AFSCME Superintendent and Service Credit MOAs
Draft Domestic Violence Policy
Executive Session Minute Actions
Asst. Children's Librarian - Draft Job Description
Asst. Children's Librarian - Memo
SA Professional - Draft Job Description
MA Minimum Wage Information