

Personnel Board Meeting
Wayland Town Building – Large Hearing Room
Meeting Minutes
June 22, 2015 7:10 pm

Members Present:

J. Green (JG); M. Peabody (MP), D. Cohen (DC); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:10 pm

Public Comment

None.

Review of the 5/4/15 Minutes

MP moved to approve the draft minutes of 5/4/15. DC seconded the motion. Three members having voted in the affirmative, the motion passed. MJ abstained.

Review of COA Project Coordinator Starting Wage Rate

JS stated that Shawna Levine was selected to fill the new COA Project Coordinator position. JS requested a starting wage rate of \$26.14 per hour. This represents the FY 16 N3 Step 7 rate. DC noted that Levine was currently a volunteer and inquired if the new position had different job duties than the volunteer position. JS stated that it did.

MJ moved to approve an FY 16 N3, Step 7 starting rate of \$26.14 per hour for COA Project Coordinator, Shawna Levine. DC seconded the motion. Four members voting in the affirmative, the motion passed.

Review of Substance Abuse Prevention Specialist Starting Wage Rate

JS stated that Jason Verhoosky was selected to fill the new Substance Abuse Prevention Specialist position. JS noted that he performed a similar function for DanversCares. JS requested a starting wage rate of \$33.46 per hour. This represents the FY 15 G5 Step 8 rate. JS also noted that the Town struggled filling this position.

MJ moved to approve an FY 15 G5 Step 8 starting rate of \$33.46 per hour for Substance Abuse Prevention Specialist, Jason Verhoosky. DC seconded the motion. Four members voting in the affirmative, the motion passed.

Firefighter Vacation Carryover and Payment Requests

JS reviewed Chief Houghton's submission for firefighter vacation carryover requests and payments. DC asked if the requests were consistent with the collective bargaining agreement. JS stated the requests were in line with the contract. MP noted that the requests were similar to previous years.

MJ moved to approve the firefighter requests for vacation carryover and payments. MP seconded the motion. Four members voting in the affirmative, the motion passed.

Police Vacation Carryover Requests

JS reviewed Chief Irving's submission for police vacation carryover requests. JS noted that unlike the Fire contract, the Police contract did not have the carryover clause. Members discussed the merit of approving the requests. MP noted the requests appeared much lower this year. JS speculated it was due to the previous year's vacancies. DC asked if there was language in the contract pertaining to vacation carryover. JS said there was not. MJ suggested addressing this item in negotiations. JS said he would raise the item with the union.

MJ moved to approve the police requests for vacation carryover. DC seconded the motion. Four members voting in the affirmative, the motion passed.

Executive Session

JG moved the Personnel Board enter Executive Session pursuant to MGL Ch30A, Sec 21(a)(3) to Review and Potential Vote to Approve a Separation Agreement with the Teamsters; Review and Potential Vote to Amend a Separation Agreement with AFSCME Professional; Review and Discuss a Newly Proposed DPW Job Description; Review and Discuss On-going Collective Bargaining Negotiations with the Police, Fire, and AFSCME Clerical Unions; Review and Potentially Approve Executive Session Minutes of 5/4/15 as a discussion in open session may have a detrimental effect on the Town's bargaining position.

MP seconded the motion.

JG took a roll call vote:

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

The Board having voted 4-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 1 hour and 20 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:25 pm.

P. Schneider (PS) joined the executive session at 8:15 pm

The Board returned to Open Session at approximately 9:10 pm.

Future Agendas

JS inquired about topics or items the Board was interested in pursuing for the coming fiscal year. JS stated there was a need to initiate a policy review. He also noted that the Board needs to decide upon a performance evaluation process. JG raised a concern on succession planning and suggested adding it as an item for consideration. JS also noted that he expected Recreation to propose a restructuring of positions at the next meeting.

Topics not Anticipated 48 Hours in Advance

None.

Next Meeting

The Board scheduled the next meeting for Monday, August 3, 2015.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

June 22, 2015

Document:

Draft Minutes - 05/04/15

Levine Resume

Verhoosky Resume

Vacation Carryover - Fire

Vacation Carryover - Police