

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office/Selectmen’s Meeting Room
Meeting Minutes
October 19, 2015 7:10 pm

Members Present:

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

Also Present: J. Senchyshyn (JS), Katelyn O’Brien (KO)

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

Public Comment

None

New HR Assistant

JS introduced KO to the Board. Members welcomed her to the Town. KO briefly reviewed her background.

Review of the 9/8/15 Minutes

The minutes were amended as follows:

... ~~Large Hearing Room/Selectmen’s Office~~ **School Committee Room** ...

... presented **for** ~~to~~ the Boards ...

... to a new WSHG benchmark plans along ... employee savings **dependent upon the plans chosen.**

MP moved to approve the minutes of 9/8/15 as amended. PS seconded the motion. Three members having voted in the affirmative, the motion passed. PS and MJ abstained.

Review of the 9/21/15 Minutes

The minutes were amended as follows:

... changes **and probable plan design changes would support the GIC option** ~~no longer needing to negotiate health insurance changes would support the GIC option.~~ **Under the GIC, plan design changes would no longer need to be negotiated.** ...

MJ moved to approve the minutes of 9/21/15 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of the 9/28/15 Minutes

MP moved to approve the minutes of 9/28/15. PS seconded the motion. Three members having voted in the affirmative, the motion passed. JG and MJ abstained.

Executive Session

JG moved the Personnel Board enter executive session pursuant to MGL Ch30A, Sec 21(3) to Discuss Collective Bargaining Negotiations and strategy with the Police, Fire, and AFSCME Clerical unions, to Review and Discuss a Newly Proposed AFSCME Job Description; Review and Potentially Approve Executive Session Minutes of 8/3/15, 9/21/15 and 9/28/15 as an open discussion might have a detrimental effect on the Town's negotiating position.

PS seconded the motion.

JG took a roll call vote:

Member Cohen	Aye
Member Jones	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 1 hour and 25 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:30 pm.

The Board returned to Open Session at approximately 9:05 pm.

KO had left the meeting during Executive Session.

Review and Approval of Starting Wage Rate for Geoffrey Larsen, Building Commissioner

JS presented the resume of Geoffrey Larsen who was selected to be the new Building Commissioner. He has 10 years of experience as a Building Commissioner.

PS moved to approve a starting wage rate of \$89,172 which represents G9, Step 9 of the AFSCME 1 wage scale. MP seconded the motion. Five members voting in the affirmative, the motion passed.

Review and Approval of Starting Wage Rate for Katelyn O'Brien, HR Assistant

JS presented the resume of Katelyn O'Brien who was selected to be the new HR Assistant. She has previous experience working at the Mass Municipal Association.

PS moved to approve a starting wage rate of \$50,472 which represents N9, Step 9 of the Non-union wage scale. MP seconded the motion. Five members voting in the affirmative, the motion passed.

New Parental Leave Policy

JS reviewed a revised draft policy. Members discussed the revision. MJ is to prepare a collective bargaining disclaimer. JG is to research the applicability of time frames as to when the leave must be taken. A final draft will come back to the Board at the next meeting.

Non-Union Performance Evaluation Formats

The Board reviewed 3 formats: one drafted by JS from comments at the last meeting, one provided by PS and one recommended by the ICMA for managers. Members were satisfied with the simplicity of

the JS template as ease of use was a concern at the last meeting. Several suggestions were made. JS indicated that he would make the edits, share the draft with the Town Administrator and return a copy to the Board for the next meeting.

Update on GIC Proposal

JS reported that he had met with the Insurance Advisory Committee (IAC). IAC members asked a number of questions with respect to a GIC implementation. Beyond that meeting, no further discussion has occurred. The BOS have not set a target date for reconvening to further investigate the GIC option.

Future Meetings

JS noted several items that would appear on future agendas. He suggested that the Board might want to consider scheduling a separate meeting to address FY 17 staffing requests. The Board discussed the options and tentatively scheduled meetings for the evenings of 11/18 and 11/30 with the latter devoted to staffing requests.

PS moved to adjourn. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

October 26, 2015

Document:

Draft Minutes 9/8/15

Draft Minutes 9/21/15

Draft Minutes 9/28/15

Draft Parental Leave Policy

Performance Evaluation Templates

Resume - Larsen

Resume - O'Brien