

Personnel Board Meeting
Wayland Town Building – Small School Conference Room
Meeting Minutes
November 30, 2015 7:10 pm

Members Present:

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

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:10 pm.

Public Comment

None

Staffing Request – Recreation

Rec Board Members B. Wright (BW), A. Foster (AF), F. Krasin (FK) and H. Seaborg (HS) and Rec Director J. Brodie (JB) joined the meeting. JS stated that he had reached out to the AFSCME-1 union about establishing the Asst. Director position. The upcoming discussion should focus on the 2nd requested position, the Program Coordinator.

JB explained the division of responsibilities between the 2 positions. JB believes more program oversight is needed. Rec members expressed their concerns about safety and follow-up. On several occasions BW and FK stated they had to respond to safety related concerns given the lack of staff availability. Seasonal personnel also required more training than they are currently receiving.

Personnel Board members inquired if the position(s) would be funded through user fees. BW stated the department was at its spending cap and wanted wages paid through the general fund. AF commented that allocating costs to a program by position was a problem. Rec representatives departed.

Staffing Request - BOH

Public Health Director Julia Junghanns (JJ) joined the meeting. She stated that the BOH was seeking \$8,000 in additional clerical support. She spoke about busy times of year in the Health Department, the high volume of permits and the need to cover other employees paid-time-off along with a pending medical leave. JJ suggested the possibility of contracted help. JS expressed his concern about that approach. JS noted that \$8,000, if used for an employee, would provide approximately 8 hours work per week. JJ left the Meeting.

Staffing Request – Town Clerk

Town Clerk Beth Klein (BK) joined the meeting. She requested a new part-time, non-benefits eligible clerk. BK spoke about the new early voting requirement. She needed to staff a voting station for 2 weeks during Town Building's regular business hours. Members inquired about specifics under the law. BK noted that clarification is needed on how the early voting will be conducted. BK said an employee, as opposed to a volunteer, needed to be trained on the state's computer system. BK then spoke about the expected changes in the Public Records Law. The Town will need to designate a Public Records Officer who will coordinate gathering information and responding to requests. Again, more definition is needed on specific changes. BK departed.

Staffing Request - Police

Chief Irving (RI) and Lt. Swanick (PS) joined the meeting. RI requested a new police officer. He presented data on neighboring towns regarding the number of police officers vs residents. He then presented a historical record of police incidents in Wayland. PS stated that the additional officer would provide the ability to fill all shifts with 3 patrol officers. He presented a shift staffing plan which included the requested officer. Traffic enforcement and control was a major initiative and challenge for the department.

RI then spoke about his Administrative Assistant request. He was seeking a reclassification from a grade N3 to N4. PS presented a comparison of administrative staffing and compensation with other departments. RI noted that he planned to move the administration of parking tickets to the police Administrative Assistant. The Chief and Lt. left the meeting.

Staffing Request - DPW

Board of Public Works members C. Brown (CB) and M. Lowery (ML) and DPW Director S. Kadlik, Superintendent M. Lindeman (ML2), J. Doucette (JD) and Administrative Coordinator D. Cabral (DC) joined the meeting. The DPW requested 4 positions: 2 Maintenance Workers, an Engineer and a Sr. Foreman. SK spoke to the requests and the increased expectations of the DPW workforce.

Maintenance Workers – SK related the varied tasks performed by DPW workers. He touched upon the schools, cemeteries and recreation related activities, as well as other jobs that occur. Some are jobs the DPW is not charged with performing, but are nonetheless asked to complete. JS noted that as the Town continues to approve capital projects, it looks to DPW to absorb the maintenance work but fails to provide the staff to do so. ML2 also spoke to the additional work the DPW is absorbing.

Project Manager/Engineer – DPW believes it can reduce expenses by having an engineer on staff. A staff engineer could provide construction oversight, design review and regulatory compliance at a less expensive rate than the engineering contracts currently in place. MP inquired if the engineer's services would be available to other departments. SK responded that they would be within the overall body work required. SK believed the funding for the position could be achieved through a reduction in engineering contracts.

Sr. Foreman – DPW wants to consolidate the Parks and Highway Superintendents into 1 position. In doing so, there is a need for another foreman. JS inquired if another Sr. Foreman would have the effect of putting Highway and Parks into silos by focusing the Sr. Foremen's work only on that division. ML2 agreed that the original DPW goal was to create a workforce that could work in both the divisions. After further discussion, JD agreed that a Working Foreman would provide more flexibility. JS noted that since one of the Superintendents would not be filled, the addition of a foreman would be cost-neutral, if not a cost-savings.

Staffing Request - IT

JS spoke to the IT request, as recommended by the McGladery Report. JS recommended moving forward with the IT Director search as soon as possible, but placing the funding for the Business System Administrator in the salary reserve as the new IT Director would likely have input into the focus for the position.

Staffing Requests - Board Discussion

Members acknowledged that there were varying degrees of merit to all the requests. Continuing unfunded mandates are taking a toll on staff. The Board also acknowledged the impact to the budget should all the positions be recommended to the Finance Committee. JS suggested prioritizing the requests.

The Board discussed the merits of each request:

IT – The Board recognizes the importance of the IT positions, regardless of whether the function is kept in house with an employee or ultimately out-sourced. It viewed IT as the primary need for the Town.

DPW – Members discussed the additional projects being absorbed by DPW workers and supported the addition of 1 Maintenance Worker. They recognized value to an engineer, assuming the proposal for the position can be funded through contract service reductions and assuming other departments will be able to draw upon the engineering expertise. The level of the foreman was discussed. The Board is supportive of replacing a Superintendent with a foreman, but believes there may be more flexibility with the Working Foreman vs the Sr. Foreman.

Police – While the members saw merit to the data presented by the Police Chief and were sympathetic to the request, there was a concern about the additional impact of adding another fully benefited position at this time. Members then discussed the reclassification of the Administrative Assistant. JS raised a concern about the classifications between the Police position and the Fire Secretary. He reviewed the background to the positions. The consensus was that the timing might not be right on this request.

Town Clerk – The Board discussed the potential impacts of the early voting and the changes to the Public Records Law. Given the ambiguity of the effect of each item at this time, the Board did not support the addition of the part-time clerk.

BOH – The Board did not support using a contracted service for clerical support. The needs of the Health Department need to be better defined prior to any positions being added.

MP moved to recommend the addition of the full-time IT Director position for the IT Department. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to recommend the funding for the full-time Business System Administrator position for the IT Department be placed into the FY 17 salary reserve until such time as the IT Director function is filled and the incumbent can comment on the Business System Administrator functions. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

MP moved to recommend the addition of the full-time Program Coordinator position for the Recreation Department with the stipulation that funding for the position from user fees be considered. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved not to recommend the addition of the full-time Police Officer position for the Police Department. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved not to approve the reclassification of the Administrative Assistant in the Police Department. PS seconded the motion. Four members having voted in the affirmative, the motion passed

MJ moved not to recommend the addition of the part-time, non-benefits eligible clerical position for the Town Clerk's Office. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved not to recommend the addition of \$8,000 to the BOH budget for additional clerical hours. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

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 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 Jones	Aye
Member Schneider	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 10 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 10:35 pm.

The Board returned to Open Session at approximately 10.38 pm.

MJ moved to adjourn at 10:40 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

November 30, 2015

Document:

Staffing Request - IT
Staffing Request - Town Clerk
Staffing Request - BOH
Staffing Request - DPW
Staffing Request - Rec
Staffing Request - Police
Reclass Request - Police