

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
December 15, 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 7:15 pm.

Public Comment

None

Review of the 11/18/15 Minutes

The draft minutes were amended as follows:

... at approximately ~~7:12~~ **7:18** pm ...

... ~~MP~~ **MJ** seconded ...

MJ moved to approve the minutes of 11/18/15. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of the 11/30/15 Minutes

The draft minutes were amended as follows:

... ~~P. Schneider joined the meeting in Executive Session~~ ...

MP moved to approve the minutes of 11/30/15. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

Reclassification Requests

Water Treatment Plant Manager – JS stated that the incumbent is on vacation. The review will be moved to the January meeting.

Administrative Assistant Police (AA) – JS stated that the Police Chief had asked the Board to reconsider its decision from the previous meeting. JS reviewed the concern he raised at the previous meeting regarding the Fire Secretary. JS had spoken to the Fire Chief regarding the proposal for the AA. The Fire Chief did not anticipate any issues with respect to his Secretary. Members reviewed the hourly rates of other Police Department’s support positions vs the Wayland position as provided by the Police Chief. The Board discussed the merits of the request to advance the AA position from an N-3 to an N-4.

DC moved to reclassify the Police Administrative Assistant from an N-3 to an N-4 and place the incumbent at Step 9 of the pay grade. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Benefits Manager – JS noted that the as a result of contract negotiations with AFSCME 2, the Finance Assistant, Benefits position was no longer in the union. It is now a non-union position. JS proposed a Benefits Manager title and job description. Newly proposed duties for the position were highlighted. JS also proposed the position be graded as an N-4. Members discussed the role of the new position. JS mentioned the tie-in to health insurance bargaining. JG recommended amending one the Knowledge, Skills and Abilities.

MJ moved to approve the job description for the Benefits Manager as amended, to classify the Benefits Manager as an N-4 and to place the incumbent at Step 9 of the pay grade. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Job Description Review

Finance Assistant, Payroll - As a result of contract negotiations with AFSCME 2, the Finance Assistant, Payroll position's duties were adjusted. JS reviewed the changes and noted that there was no change to the grade.

MJ moved to approve the revised job description for the Finance Assistant, Payroll position at its existing C-15 grade. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Joint Communications Dispatcher Coordinator – Again, as a result of contract negotiations with AFSCME 2, the Joint Communications Dispatcher Coordinator position and grade were agreed to by the parties. The job description is as negotiated.

MJ moved to approve the Joint Communications Dispatcher Coordinator job description at a grade CDC. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

Recreation Assistant Director – JS stated this is a confirmation of a job description previously reviewed by the Board, but not voted yet. He noted that negotiations with AFSCME 1 were complete

MJ moved to approve the Recreation Assistant Director job description at a grade G-6. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

IT Director – JS presented the IT Director job description. The School's IT Director's comments were incorporated. The BOS had no significant recommended changes. JS then reviewed the comments of IT consultants Craig Finley and Mike McCann. The Board opted to keep the title as proposed. Other comments were incorporated. A question was posed regarding compensation – what if the proposed grade was not sufficient to complete a hire. JS suggested an "IT Stipend" for any possible shortfall. Handling a differential in this manner may keep integrity to the current classification plan.

MJ moved to approve the IT Director job description at a grade N-13. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

Spring ATM Meeting Warrant

JS noted that the BOS had opened the warrant. He presented a draft warrant article for the Board's review and noted that there are proposed language changes this year in addition to a proposed COLA. The changes would be consistent with changes negotiated in the collective bargaining agreements. Language would be prepared for review at the January meeting.

MJ moved to approve the warrant article for the 2016 Spring ATM. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

JG signed the warrant.

JS then asked the Board about the minimum wage increase to \$10/hour effective 1/1/16. While not obligated to the increase, the Board indicated that it would prefer to comply with the law. JS noted that the Library Pages and certain seasonal employees would be affected. The third increase to \$11/hour becomes effective 1/1/17. Consideration should be given when applying the 1/1/16 increase to the effects of the 1/1/17 increase. JS stated that the wage charts should be presented at the January or February meeting.

CY 2015 Vacation Carryover Requests

JS presented the Board with employees' CY 2015 vacation carryover requests. These requests are for amounts identified in either the respective collective bargaining agreements or Town By-laws. JS noted that requests from B. Willet and A. Berry were omitted and should be added to the list. He also noted that Chief Houghton had an excess of days due to his transition to Chief earlier in the year. The Board agreed to permit him to carryover 15 days in addition to the base 10 day carryover.

DC moved to approve the CY 2015 vacation carryover as presented and amended. MJ 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 and Fire unions; Discuss and Review a Potential MOA regarding a Police Grievance; and to Review and Potentially Approve Executive Session Minutes of 10/19/15, 11/18/15 and 11/30/15 as an open discussion might have a detrimental effect on the Town's negotiating position.

MJ 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 25 minutes for the stated purpose. The Board would be returning to Open Session.

PS arrived during Executive Session and joined the meeting.

The Board entered Executive Session at approximately 8:20 pm.

The Board returned to Open Session at approximately 8:40 pm.

Next Meeting

The Board did not set a date for the January meeting, but would do so at a later date.

DC moved to adjourn at 8:45pm. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

December 15, 2015

Document:

2016 ATM Article
CY 2015 Vacation Carryover Requests
Draft Job Desc - Benefits Manager
Draft Job Desc - Fin Asst, Payroll
Draft Job Desc - IT Director
Draft Job Desc - JCC Dispatch Coord
Draft Job Desc - Rec Asst Director
Draft Minutes 11/18/15
Draft Minutes 11/30/16
Reclass Request - AA Police
Wage Charts - Minimum Wage Law