

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
February 11, 2016 6:00 pm

Members Present:

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

M. Jones (MJ) participated remotely.

Also Present: J. Senchyshyn (JS)

MP called the meeting to order at 6:00 pm.

Public Comment

None

Remote Participation

JG announced that MJ would participate remotely via speakerphone. A quorum of the Board was present in the room. The reason for the remote participation was geographic distance. Votes would be roll call.

Personnel Board Warrant Article

JS began by reviewing the wage charts to accompany the article. The BOS had approved the MOA with the Police on a successor contract. Adjustments need to be made to incorporate the settlement. Seasonal wages were increased to meet minimum wage requirements. A few seasonal titles need to have steps adjusted to accommodate the minimum wage increases.

D. Cohen (DC) arrived at 6:10 pm

There was discussion on the incorporation of the new titles for positions approved by the FinCom for the FY 17 budget. The newly approved DPW Engineer was not included as work needed to be completed on the position. JS did note that the Engineer was included in the FTE counts. He directed the Board’s attention to the FTE document and reviewed the specific changes in DPW.

The Board then reviewed the proposed language changes in the By-law. The changes were to align the non-union sick and vacation leave benefits with the recent negotiated changes in these benefits for union affiliated employees. JS noted that the non-union professional vacation accrual was set by policy and not defined in the By-law. Discussion followed regarding the sick leave incentive payment changes and the new cap on sick leave accruals. There was also a brief discussion on the use of accrued sick leave during approved FMLA absences.

JS requested that the Board allow him to address any late adjustments to the information prior to the article being sent to the printer.

MP moved to approve the wage charts, FTE counts and By-law language changes for the April 2016 Wage & Classification warrant article as amended and to authorize J. Senchyshyn to make any late adjustments to the information prior to submission for printing. Roll Call vote: Schneider – Aye, Cohen – Aye, Jones – Aye, Peabody – Aye, Green – Aye. Five members having voted in the affirmative, the motion passed.

Response to FinCom Memo of 1/13/16

JS stated that the FinCom had sent all warrant article sponsors a memo dated 1/13/16 requesting information for the preparation of warrant articles. JS presented a draft response. Members discussed the response and agreed upon several edits.

PS moved to approve the response to the FinCom's 1/13/16 memo as amended. Roll Call vote: Schneider – Aye, Cohen – Aye, Jones – Aye, Peabody – Aye, Green – Aye. Five members having voted in the affirmative, the motion passed.

JS asked the Board if another meeting could be scheduled for 2/22 or 2/29. A quorum would be available for 2/29/16 and that was established as the next meeting date.

PS moved to adjourn at 6:35 pm. MJ seconded the motion. Roll Call vote: Schneider – Aye, Cohen – Aye, Jones – Aye, Peabody – Aye, Green – Aye. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

February 11, 2016

Document:

Wage & Classification Article Documents

-Wage Charts, FTE Counts, By-Law Language Changes

FinCom Memo of 1/13/16

Draft Response to FinCom Memo