

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
May 23, 2016 7:00 pm

Members Present:

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

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

JG called the meeting to order at 7:00 pm.

Public Comment

None

Review of the 4/26/16 Minutes

MJ moved to approve the minutes of 4/26/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Release of Executive Session Minutes

JS stated that the Board voted in Executive Session on 3/21/16 and 4/26/16 to release executive session minutes. He noted that corresponding open session votes should be taken.

DC moved to release the Executive Session minutes of 01/11/16, 12/15/15, 11/30/15, 11/18/15, 09/21/15, 05/04/15, 10/20/14, 08/06/14, 03/31/14, 01/27/14, 11/01/13 (2), 06/24/13, 04/22/13, and 07/09/12. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

DC moved to release the redacted Executive Session minutes of 10/19/15, 9/28/15, 8/3/15, 6/22/15, 3/2/15, 9/15/14, 6/2/14, 5/5/14, 2/24/14, 2/10/14, 1/15/14, 8/5/13, 2/11/13, 10/15/12, 9/10/12, 8/13/12, 7/13/12, and 1/23/12. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of Personnel Policies

JS stated he believed that it made sense to start the policy review with the policies for non-union employees. There is nothing formal in the way of policies in place for this group of employees with the exception of the By-laws and an old Handbook. This group of policies could be rolled out to non-union employees quickly as the policies would not require union review.

The Board reviewed the following non-union policies: Terms and Conditions of Employment, Position Classification and Pay Rates, and Performance Reviews. Members made numerous comments and suggestions. JS stated that KO would capture the edits and provide red-lined versions for the next meeting. No votes are required this evening. DC also provided a “lead” statement to use in advance of the policies.

Review and Approval of Starting Wage Rate

Neil McPherson has been recommended for the position of Asst. Fire Chief. He will assume the role of 2<sup>nd</sup> in command of the Fire Department. JS reviewed the hiring process. He requested a starting wage rate of N9, Step 7, \$87,054 for McPherson. JS also requested that the Board credit him for his service with Sherborn for the purpose of vacation accrual. With the previous service credit,

McPherson would accrue vacation monthly at the rate of 20 days per year. This accrual rate is consistent with the maximum accrual established under the April 2016 By-law revision for newly hired non-union employees.

MJ moved to approve a starting wage rate of N9, Step 7, \$87,054 and to approve previous service credit to provide for an annual leave accrual rate of 20 days per year for Neil McPherson. 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 Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Collective Bargaining Request from Fire Union regarding Specialist Job Descriptions; to Discuss AFSCME 2 and Teamsters Negotiations Regarding the Installation of Security Cameras at the DPW Facility; to Discuss Collective Bargaining Negotiations with AFSCME 2 Regarding a Potential Position Elimination; to Discuss a Police Grievance; to Review and Potential Vote to Approve Executive Session Minutes of 3/21/16 and 4/26/16 as an open discussion might have a detrimental effect on the Town's position.

JS noted the grievance discussion is an addition to the Executive Session agenda.

MJ seconded the motion.

JG took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Member Cohen	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 30 minutes for the stated purposes. The Board would be returning to Open Session.

The Board entered Executive Session at approximately 8:15 pm.

The Board returned to Open Session at approximately 8:30 pm.

#### Next Meeting

The Board scheduled its next meeting for 6/13/16. Members also discussed a potential summer schedule.

MJ moved to adjourn at 8:35 pm. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

## **Documents From Personnel Board Meeting**

### **Regular Session**

**May 23, 2016**

Document:

Policies:

Policy Disclaimer

Terms and Conditions of Employment

Position Classification and Pay Rates

Performance Reviews

Resume - McPherson

2016-04-26 Draft Minutes