

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Meeting Minutes  
September 19, 2016 7:00 pm

Members Present:

D. Cohen (DC); M. Peabody (MP); P. Schneider (PS); M. Jones (MJ)  
J. Green (JG) attended as a non-voting Board member for this meeting as she needs to be sworn-in for her re-appointment.

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

Public Comment

None

Executive Session

DC moved that the Personnel Board go into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Upcoming Collective Bargaining Negotiations with the Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions; to Review and Discuss an MOA with the Fire Union Regarding Specialist Positions; to Discuss Civil Service Negotiations with the Police Union; to Discuss Non-Union Wage Negotiations and Employment Agreements; to Discuss an AFSCME 2 Position Elimination; to Discuss Police Grievance Hearings and a Police Arbitration; to Discuss Teamster and AFSCME 2 Negotiations Regarding Security Camera Installations; to Discuss Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions Health Insurance Negotiations; to Review Executive Session Minutes of 2/29/16, 3/21/16, 4/26/16, 5/23/16 and 6/13/16 and Vote for Potential Release; Review and Potential Approval of Minutes of 7/18/16 and pursuant to Massachusetts General Laws (a)(2) to Discuss Strategy with respect to contract negotiations with the Police Chief as an open discussion of these matters may have a detrimental effect on the Town’s bargaining position.

The Chair declared that a public discussion of these items will have a detrimental effect on the bargaining position of the Town.

The Chair invites members of the Finance Committee, School Committee and Board of Selectmen to join the Board in executive session. The Chair also invites staff members John Senchyshyn, Asst. Town Administrator; Nan Balmer, Town Administrator; Paul Stein School Superintendent; Brad Crozier, Asst. School Superintendent; Brian Keveny, Finance Director; Diane Marobella, School Administrative Asst. and Katelyn O’Brien, HR Assistant to join the executive session.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Vice Chair Peabody	Aye
Chair Cohen	Aye

DC announced that the Personnel Board would be joining the Board of Selectmen, School Committee and Finance Committee for a joint executive session on collective bargaining in the School Committee Room.

Following the joint executive session the Personnel Board will remain in executive session and return to the Selectmen's Office to continue with further executive session matters. The Chair invites John Senchyshyn, Asst. Town Administrator to participate in that portion of the executive session.

The Board will reconvene in open session in approximately 1 hour and 30 minutes.

The Board entered Executive Session at approximately 7:02 pm.

The Board returned to Open Session at approximately 7:09 pm.

DC moved to amend the motion to enter executive session to invite Susan Bottan, School Business Manager to join the Board in executive session.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Vice Chair Peabody	Aye
Chair Cohen	Aye

The Board re-entered Executive Session at approximately 7:10 pm

The Board returned to Open Session at approximately 8:25 pm.

#### Review of the 7/18/16 Minutes

The draft minutes were amended as follows:

... J. Green (**JG**) ...

... advise **the Personnel Board** to ...

... revise ~~at~~ other ...

MJ moved to approve the minutes of 7/18/16 as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### FY 18 Personnel Board Budget

JS reviewed the proposed Personnel Board budget for FY 18. The request is for \$15,000 which is equal to the FY 17 approved budget. JS stated that he submitted the draft to the Town Administrator during an early September meeting.

MJ moved to approve the FY 18 Personnel Board budget request in the amount of \$15,000. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Update on FY 18 Position Requests

JS stated that he has received the following requests for new positions: 4 Firefighters, 1 Police Officer, a new Rec position, a new Conservation position and increased hours for the Conservation Department Assistant. He believed additional requests are pending. The requests will likely come before the Board in early November.

#### Review of Executive Assistant to the Town Administrator Job Description

JS presented the revisions to the job description. He stated that the changes had been drafted with the incumbent, the Town Administrator and the Chair of the Selectmen. The changes occurred because the incumbent is no longer attending Selectmen's Meetings and producing minutes for the Selectmen. JS discussed the changes in duties with the Board which include several new responsibilities. No change in the position's grade is proposed.

MJ moved to approve the Executive Assistant to the Town Administrator Job Description as presented with no change in the job grade. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### FY 16 Annual Report

The Board reviewed and discussed a draft FY 16 Annual Report. Members made several suggested edits.

MJ moved to approve the FY 16 Annual Report for the Personnel Board as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Review of Personnel Policies

JS presented 3 non-union policies for the Board's review and consideration.

*N4-1.1 Annual Leave* – The Board reviewed the draft policy, discussed several edits and agreed upon the changes.

MP moved to approve the N4-1.1 Annual Leave policy as amended. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

*N4-1.2 Personal Leave* – The Board reviewed the draft policy, discussed several edits and agreed upon the changes.

MJ moved to approve the N4-1.2 Personal Leave policy as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

*N4-2.1 Holiday Leave* – The Board reviewed the draft policy, discussed several edits and agreed upon the changes.

MJ moved to approve the N4-2.1 Holiday Leave policy as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Future Meetings

JS asked the Board if would schedule a brief morning meeting for the purpose of voting its position on the article to withdraw from Civil Service. The warrant is planned to go to print the week of 10/10. The Board scheduled a meeting on 10/7/16 at 8:45 am.

The next regular meeting was scheduled for 10/18/16 at 7 pm.

#### Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance

None.

MJ moved to adjourn at 9:10 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**

**September 19, 2016**

#### Document:

##### Draft Policies:

Annual Leave

Personal leave

Holiday Leave

2016-07-18 Draft Minutes

PB Annual Report 2016

PB Budget 2018

PB Budget Narrative

Draft Job Description - Exec Assistant to TA