

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

Members Present: D. Cohen (DC); M. Peabody (MP); P. Schneider (PS); M. Jones (MJ); J. Green (JG)

Also Present: J. Senchyshyn (JS)

DC called the meeting to order at 7:05 pm.

Public Comment

None

Executive Session

JS requested that a Fire grievance be added to the motion. He stated that the grievance had been received within the posting notice and had not been anticipated.

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 Police, Fire, AFSCME 1, AFSCME 2, Library, Teamsters, Custodians, WTA, WESA and Food Service Unions Health Insurance Negotiations; to Review a Fire Grievance; to Review Executive Session Minutes of 4/26/16, 5/23/16, 6/13/16 and 7/18/16 for Potential Release; to Review, Potential Approval and Potential Release of Executive Session Minutes of 9/19/16-1 and 09/19/16-2.

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 John Senchyshyn, Asst. Town Administrator to join the executive session.

MJ seconded the motion.

DC took a roll call vote:

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

The Board will reconvene in open session in approximately 25 minutes.

The Board entered Executive Session at approximately 7:07 pm.

The Board returned to Open Session at approximately 7:30 pm.

Release of Executive Session Minutes

MJ moved to release the minutes of 2/29/16, 3/21/16, 4/26/16, 5/23/16, 6/13/16 and 9/19/16-2 as redacted. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

MJ moved to release the minutes of 7/18/16 and 9/19/16-1. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

JS pointed out several requirements in the new Public Records Law related to posting documents on the website. He noted that the posting of the executive minutes should be reviewed so that the minutes are appropriately posted. The Board concurred.

Review of the 9/19/16 and 10/7/16 Minutes

MP moved to approve the minutes of 9/19/16. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

MJ moved to approve the minutes of 10/7/16. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for the PT Department Assistant-DPW

JS reviewed the hiring and resume of the new PT DPW Department Assistant, Linda Hamilton. JS noted that Linda has been working in a temporary capacity in numerous departments for the Town for many years. He asked the Board to approve a starting wage rate of C14, Step 6 in the amount of \$24.61/hour.

MJ moved to approve the starting wage rate for PT DPW Department Assistant, Linda Hamilton at C14, Step 6 in the amount of \$24.61/hour. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for the Assistant Assessor

JS reviewed the hiring and resume of the new Assistant Assessor, Donald Clarke. He asked the Board to approve a starting wage rate of G5, Step 6 in the amount of \$59,432 based on the candidate's experience.

PS moved to approve the starting wage rate for Assistant Assessor, Donald Clarke at G5, Step 6 in the amount of \$59,432. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Position Requests – FY 18 Budget

JS reviewed the requests submitted for new positions and position modifications for the FY 18 budget. There are requests for 8 new positions and 2 modifications. The total impact to the FY 18 budget as requested is \$580,000.

JS shared the information he learned at the BOS' meeting on 10/17. The BOS would like to have the Personnel Board review position requests prior to the positions being brought before the BOS. He also noted that the Town Administrator expressed an interest in attending the review if the date is compatible.

Members reviewed their November schedules. Given previous commitments and holiday plans, 3 dates seemed to work for the Board: 11/7, 11/21 and 11/30. JS stated that he would check on those dates and get back to the Board.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance

JS asked the Board if the next meeting could be rescheduled from Tuesday, October 18th to Wednesday, October 19th. Members indicated that they would check their calendars and advise as to their availability.

PS moved to adjourn at 8:25 pm. JG seconded the motion. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

October 19, 2016

Document:

2016-09-19 Draft Minutes

2016-10-07 Draft Minutes

2016-04-26 Ex Minutes

2016-05-23 Ex Minutes

2016-06-13 Ex Minutes

2016-07-18 Ex Minutes

2016-09-19-1 Ex Minutes

2016-09-19-2 Ex Minutes

Resume - Clarke

Resume - Hamilton