

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
November 30, 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 7:00 pm.

The Board moved from the Selectmen’s Conference Room to the Senior Center

Public Comment

None

Recreation Staffing Review

Rec Director J. Brodie (JB) presented her department’s request. Rec would like to create a year-round 19-hour per week, non-benefits eligible position to work after hours programs. Work hours would be mid-afternoon to early evening at various program locations. The goal is to provide program oversight and fee collection. The position would be funded through user fees in the Rec revolving fund. The cost would be spread across all programs.

J. Green (JG) arrived at 7:15 pm.

Personnel Board members inquired about supervision as the work was primarily after office hours. JB did not believe that would become an issue.

Conservation Staffing Request

Chair Sheree Greenbaum (SG) had 2 requests for FY 18. The first is to increase the hours of the Department Assistant from 29 hours per week to 35 hours per week. SG referenced the need for additional help to monitor and enforce the Stormwater By-law. There is currently insufficient enforcement.

The second request is to add a 19-hour per week, non-benefits eligible PT Assistant Conservation Administrator. SG cited the need for additional field work, oversight of the Community Gardens and the development of a new NYPDES permit in 2107. An Assistant could be instrumental in writing a new permit.

PS asked if the position requests could be delayed to provide the new Conservation Administrator a chance to become acclimated. It didn’t appear that timing would allow such a change for FY 18.

It was also noted that the department does not have as many of volunteers as used work for the Commission.

BOH Staffing Request

Public Health Director Julia Junghanns (JJ) had 2 requests for FY 18. The first is to increase the hours of the PT Sr. Clerk from 15 hours per week to 18 hours per week. The second request is to add another PT, non-benefits eligible Sr. Clerk at 17-hour per week.

JJ spoke to the number of employees in the department and the varied work which is supported by the administrative staff. Such work includes but is not limited to inspections, permits, flu clinics and public health related issues. She also mentioned new legislation, such as the marijuana law, which will affect the department. JJ compared the Health Department and their admin positions to other departments.

Members asked about the possibility of increasing fees to support the additional expense. It was noted that any fee increases would fall directly to the general fund.

Staffing Request - Police

Chief Irving (RI) and Lt. Swanick (PS) joined the meeting. PS presented the request for a new police officer. It mirrors last year's request. He presented data on call volume which is up 43%. Of the increase 197 calls are attributed to Town Center. Traffic enforcement and control was also a major initiative and challenge for the department. It is estimated that a reduction in overtime of \$6,000 would help offset the cost. RI spoke to officer safety in light of current events and the benefit of adding another officer. He also noted that the total department staffing has not been increased since the 1990s.

Fire Staffing Request

Chief Houghton (DH) and Asst. Chief McPherson (NM) presented the Fire request. They were requesting an additional Firefighter per shift or a total of 4 new personnel. DH presented statistics on calls. The Fire service has shifted to a heavily focused life support and emergency medical response organization. 3 of the 4 shifts are at the paramedic level. The 4th shift still requires 3rd party ambulance service. It was noted that \$750K was collected in ambulance revenue. NM addressed potential increases in ambulance revenue with additional paramedic service. DH spoke to the benefits that another Firefighter per shift would add. The other option available is to add a Firefighter to 2 shifts. Adding only 1 shift would not be beneficial for comparative purposes. DH noted that staffing in the department, with the exception of the Asst. Chief, is at the same level as the 1970s.

Town Administrator Comments on Staffing Requests

Town Administrator Nan Balmer (NB) addressed the staffing requests. She said she was working on the budget with the Finance Director. NB expressed concern at the level of free cash being used to balance budgets annually. Moody's rating agency raised a red flag on this practice last year. NB also recommended that the Town stop borrowing for small purchases. In order to accomplish these recommendations, she suggests that no new positions be added in FY18.

Staffing Requests - Board Discussion

Members acknowledged that the requests all had merit. The Board considered prioritizing the requests. JS stated that it would be difficult to prioritize public safety and non-public safety needs in one list. Members were appreciative of the increased burden on public safety, particularly in light of the long-standing staffing levels. JS noted that while public safety is important, the additional 6 administrative hours requested by Conservation and the additional 3 administrative hours requested by the Health Department were equally as important to their operations. Some members questioned the added value of the Rec position, particularly since a position was added to Rec last year, but if the funding came out of the revolving account, then the cost was being distributed amongst program participants. NB indicated that a Board recommendation by early January would meet the budget schedule. The Board decided to resume its discussion at its December meeting.

Starting Wage Rate for the PT Department Assistant-Conservation

JS reviewed the hiring and resume of the new PT Conservation Department Assistant, Nicole Thomson. He asked the Board to approve a starting wage rate of C14, Step 3 in the amount of \$22.38/hour.

MJ moved to approve the starting wage rate for PT Conservation Department Assistant, Nicole Thomson at C14, Step 3 in the amount of \$22.38/hour. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for the Conservation Administrator

JS reviewed the hiring and resume of the new Conservation Administrator, Linda Hansen. He asked the Board to approve a starting wage rate of G8, Step 7 in the amount of \$78,694 based on the candidate's experience.

MJ moved to approve the starting wage rate for Conservation Administrator, Linda Hansen at G8, Step 7 in the amount of \$78,694. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of DPW Director Position

JS noted that it has been difficult to fill the DPW Director position. One of the reasons the previous candidate declined was wages. A new candidate has been identified who appears to fit Wayland's needs very well. Unfortunately, this candidate is already earning more as a DPW Director in a comparable town. A current Mass Municipal Personnel Association salary comparison was reviewed.

JS asked the Board's consideration for adjusting the DPW Director's grade from an N12 to an N13 and considering a top step recruitment. JS noted the candidate does not want to go public with a BOPW's interview unless there is a strong likelihood of maintaining salary. JS stated that he has done some background work on references and the feedback has been very good.

JS also noted that conversations are beginning between the WWMDC and the BOPW to move some operational oversight for wastewater to DPW. The candidate being considered has this experience. However, any such change is early in the planning stages and amendments to the job description would be premature at this time.

The Board discussed the request. With a recommendation following a BOPW interview and presentation of a resume for the candidate, the Board was open to the request. The matter would come back to the Board at the December meeting.

Review of IT Business Analyst Job Description

Last year's IT study recommended the creation of a new position in the IT department, a Business Systems Analyst. The position was presented to the FinCom during the FY 17 budget process and funded for the current year at \$80,000. A draft job description is enclosed for review. The duties were developed in conjunction with the IT Director. There is pressing need at this time to fill the position.

In light of changes that are expected with IT staffing, JS asked the Board to consider placing the position with the AFSCME bargaining unit at a G8 grade. JS stated that IT Director recommended the compensation level given the IT marketplace.

MP moved to approve the IT Business Systems Analyst position and offer the position to AFSCME as a grade G-8 or otherwise as a Non-union position at a comparable compensation. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of the 10/19/16 Minutes

The draft minutes were amended as follows:

... capacity for **in numerous departments for** the ...

MJ moved to approve the minutes of 10/19/16 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance

JG asked if there was an update on the vacant HR Assistant position. JS stated that he was scheduling interviews to begin the following week.

Next Meeting

A date was not established for the December meeting.

PS moved to adjourn at 9:25 pm. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

November 30, 2016

Document:

FY 18 Staffing Requests

Resume - Hanson

Resume - Thomson

DPW Director Wages and Comparisons

Draft Business Systems Analyst Job Description

2016-10-19 Draft Minutes

OT Advisory - Jones