

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
December 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 7:00 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 Hear a Fire Grievance; to Review and Potentially Approve Executive Session Minutes of 10/19/16.

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

The Chair stated that the Personnel Board would be joining the Board of Selectmen, Finance Committee and School Committee in a joint executive session. The Board invites members of the School Committee, members of the Finance Committee, members of the Board of Selectmen, School Superintendent Paul Stein, Asst. School Superintendent Brad Crozier, Finance Director Brian Keveny, Asst. Town Administrator John Senchyshyn and Town Labor Counsel Liz Valerio to join them for the collective bargaining discussion.

The Board will then leave the other boards to conduct the balance of 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 90 minutes.

The Board entered Executive Session at approximately 7:01 pm.

The Board returned to Open Session at approximately 8:50 pm.

FY 18 Wage and Classification Warrant Article

JS stated that the warrant for the Spring 2017 ATM was open. He recommended that the Board vote to submit their Wage and Classification Article at this meeting as warrant may close before the next Personnel Board meeting. The Article as drafted did not have an across-the-board increase for non-union personnel. He stated the article could be amended at a future meeting.

MJ moved to approve the FY 18 Wage and Classification Article as presented for submittal. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

DC signed the Article.

Position Requests – FY 18 Budget

The Board reviewed departments' staffing requests and presentations from their 11/30/16 meeting. Members discussed the staffing requests and the potential impacts to the FY 18 budget. JS stated that he included the FY 17 recommendations in the packet for reference and had also prepared a draft recommendation for the Board's review. Members discussed the draft recommendations and made several edits.

MJ moved to approve the recommendations as amended for FY 18 staffing requests. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of CY 2016 Vacation Carryover Requests

JS reviewed employees' requests for vacation carryover. He noted that requests for carryover from union employees were consistent with the collective bargaining agreements with the exception of 2 Library members, P. McCuen and M. Wright. JS explained the background to their requests. McCuen was short-staffed and her ability to take time was limited. Wright had no specific reason for the request. JS then reviewed the requests from non-union employees. Those requests were consistent with the By-laws with the exception of D. Houghton. Houghton's carryover request was excessive, but was also tied to staffing issues.

MJ moved to approve the carryover request for McCuen, approve the carryover request of D. Houghton with the caveat that there will be no further approvals in excessive carryover, deny the carryover request of Wright, and approve the balance of the carryover requests for CY 2016. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review Grade of DPW Director Position

JS reviewed the discussion from the previous meeting regarding the grade of the DPW Director. The comparison of pay rates with similar communities was contained in the Board packet. The Board briefly discussed the grade of Wayland's position again.

PS moved to approve changing the grade of the DPW Director from an N12 to an N13. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for the DPW Director

JS reviewed the resume of the new DPW Director, Thomas Holder. He asked the Board to approve a starting wage rate of N13, Step 10 in the amount of \$122,239/year based on Holder's experience and current rate of compensation.

MJ moved to approve the starting wage rate for DPW Director, Thomas Holder at N13, Step 10 in the amount of \$122,239/year. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for the Department Asst. - Building

JS reviewed the resume of the new Department Asst. - Building, Cheryl Starek. He asked the Board to approve a starting wage rate of C14, Step 4 in the amount of \$41,963 based on Starek's experience.

MJ moved to approve the starting wage rate for Department Asst. - Building, Cheryl Starek at C14, Step 4 in the amount of \$41,963. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Minutes of 11/30/16

The draft minutes were amended as follows:

... such ~~timing~~ **a change** for ...

... have ~~the amount~~ **as many** volunteers ~~that as~~ **used to** work ...

JG moved to approve the minutes of 11/30/16 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

The Board discussed options for the next meeting, but no firm date was set.

PS moved to adjourn at 9:50 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

December 19, 2016

Document:

2016-11-30 Draft Minutes

FY 17 Staffing Recommendation Memo

FY 18 Draft Staffing Recommendation Memo

CY 2016 Vacation Carryover Requests

DPW Director Wages and Comparison

Resumes - Starek and Holder

Spring 17 ATM Draft Warrant Article