

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
January 23, 2017 7:00 pm

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

Also Present: J. Senchyshyn (JS)

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

Public Comment

None

JS stated that the Finance Committee warrant hearing will commence at 7:45 pm. He would like to leave this meeting and review the Wage & Classification article with the Finance Committee. He expected to be gone 10-15 minutes.

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 for the Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters Unions; to Review and Potentially Approve Executive Session Minutes of 12/19/16; Review and Potentially Release Executive Session Minutes of 8/5/13, 9/15/14, 2/29/16, 6/13/16, 9/19/16-2 and 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.

MP 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 Board will reconvene in open session in approximately 60 minutes.

The Board entered Executive Session at approximately 7:05 pm.

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

Vote to Release Executive Session Minutes

MJ moved to release the Executive Session minutes of 8/5/13, 9/15/14, 2/29/16, 6/13/16, 9/19/16-2 as redacted. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ moved to release the Executive Session minutes of 10/19/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Continued Review of CY 2016 Vacation Carryover Requests

JS stated that requests from Chief Irving and L. Dana were inadvertently left off the December submittals. Both requests had been received in the proper time frame and are compliant with the By-laws. JS asked the Board to approve the requests.

MJ moved to approve the CY 2016 vacation carryover request for R. Irving and L. Dana. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Starting Wage Rate for the HR Assistant

JS reviewed the resume of the new HR Assistant, Marianne Tower-Moore. He asked the Board to approve a starting wage rate of N5, Step 5 in the amount of \$45,742/year. JS noted that Ms. Tower-Moore had 12 years of consecutive service with the City of Marlborough and asked the Board to approve the service for vacation accrual purposes. He noted that credit for municipal service has been approved with previous hires.

MJ moved to approve the starting wage rate for HR Assistant, Marianne Tower-Moore at N5, Step 5 in the amount of \$45,742/year and to credit her 12 years' of service with the City of Marlborough for vacation accrual purposes. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MA Minimum Wage Increase

JS reviewed the State's minimum wage increase. This is the 3rd and final year of the increase. The minimum hourly rate increases from \$10/hour to \$11/hour. Municipalities are exempt from the increase unless the increase is accepted. JS stated the effected employees will be seasonal employees and Library Pages. The Library Director has confirmed that the Library has sufficient funding to support a 1/1/17 effective date.

MJ moved to approve an increase in the Town's minimum wage from \$10/hour to \$11/hour and to set the Library Pages at \$11.00/hour for Step 1 and \$11.42/hour for Step 2 effective 1/1/17. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Policy Review

Standards of Conduct – JS presented draft revisions to the policy. He expressed concerns with the policy given the approval of medical marijuana and recreational marijuana in the Commonwealth. Members discussed the changes.

JS departed to attend the Finance Committee Warrant Hearing and returned shortly thereafter.

The Board identified several changes to the proposed revisions. Members also suggested adding language to address Harassment, Sexual Harassment, visiting inappropriate websites and bullying. The policy would come back to the Board for further review at the next meeting.

Drug Free Workplace Policy – The Board reviewed the proposed revisions to the policy. Several edits were made. JS noted that both policies would need to be presented to the unions prior to distribution to employees.

MJ moved to approve the Drug Free Workplace Policy as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Consolidation of Part-Time Heavy Equipment Operators at the Transfer Station

JS reviewed DPW's request to convert 2 part-time Heavy Equipment Operator positions into 1 full-time position. Total hours would increase from 36 to 40 hours per week. JS reviewed the background to the part-time positions. The conversion would increase wages by approximately \$6K with a possible benefits increase of approximately \$15K. One of the part-time positions has been vacant for several months, but no candidates have been identified to fill the job. JS noted that any changes would have to be negotiated with the union. The Board discussed the options and asked several questions. The Board would consider the proposal at a future meeting with additional details.

Minutes of 12/19/16

MP moved to approve the minutes of 12/19/16. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Topics Not Anticipated 48 Hours in Advance

JS reviewed an item related to Youth Officer Shane Bowles desire to coach baseball. Officer Bowles was not able to coach last year because of an issue raised by the Ethics Commission with respect to second jobs by municipal workers. JS stated that he was working with Labor Counsel on this problem.

The Board set its next meeting for 2/13/17 at 7:00 pm.

MJ moved to adjourn at 8:25 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

January 23, 2017

Documents:

2016-12-19 Draft Minutes

CY 2016 Vacation Carryover Requests

Resume - Tower-Moore

Minimum Wage Increase Positions

Standards of Conduct Policy Draft Revisions

Drug Free Workplace Policy Draft Revisions

Part-time Heavy Equipment Operator Conversion

Executive Session Minutes

8/15/13, 9/15/14, 2/29/16

6/13/16, 9/19/16-2, 10/19/16