

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
April 24, 2017 7:00 pm

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

Also Present: J. Senchyshyn (JS); M. Moore (MM)

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

Public Comment

None.

Review of Background Checks

JS reviewed the process by where new employee’s pre-employment background checks are completed. He suggested that the Board consider the use of a service for a more thorough process. He noted that CORI checks are limited to instances that occur in the Commonwealth. A service would be able to provide a more in-depth analysis. He stated that MM had been researching potential vendors. MM shared her data with the Board. One MA firm, Creative Services, Inc. was identified and of interest. MP indicated that she was familiar with the firm. Members posed a number of questions including the availability of court records. JS suggested that Creative Services, Inc. be brought in for further discussion. JS and MM would report back to the Board.

MM left the meeting

Minutes of 3/6/17

The Board removed a name from the draft minutes.

MJ moved to approve the minutes of 3/6/17. PS seconded the motion. Four members having voted in the affirmative, the motion passed. MP abstained as she did not attend the meeting.

Minutes of 3/13/17

MJ moved to approve the minutes of 3/13/17. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Youth & Family Services (Y&FS) Proposed Restructuring

Y&FS Director Lynn Dowd (LD) and Youth Advisory Committee member Sarah Greenaway (SG) joined the Board. LD asked if there were any follow-up questions to the response she provided the Board regarding the last meeting. Members posed a number of questions. Discussion included a non-clinician’s ability to be briefed on counseling concerns, the possible need for medical oversight and potential related liability issues. JS indicated that he would follow-up with the Town’s insurer to see if such a move does have liability issues. JS also wanted to discuss the proposed reorg with members of the Y&FS department. JS would report to the Board at the next meeting.

LD and SG left the meeting.

Policy Updates

JS reviewed the comments from the AFSCME 2 and Library unions regarding the updates to the Drug Free Workplace Policy and Standards of Conduct Policy. The Board discussed the unions’ concerns,

proposed edits and resulting effects on the policies. Members agree upon several updates. JS would follow-up with the unions and bring the policies back to the next meeting for a final review, comment and vote.

Annual Town Meeting Review and Potential Fall Town Meeting Items

JS reviewed questions posed prior to, at and following Town Meeting regarding the compensation of the Town Clerk. Topics included: How was the Town Clerk's level of compensation determined; Why doesn't the Town Clerk receive step increases as other non-union employees; Why isn't the Town Clerk position evaluated and included on the non-union N-scale? JS expected that the Town Clerk discussion would resurface before fall Town Meeting requiring some degree of Board action.

Meeting with Town Counsel – Funding Contracts

DC reviewed the meeting with Town Counsel regarding the funding process for settled contracts at Town Meeting. Counsel advised that under M.G.L. 150E, Section 7(b), funding for the initial year of the contract is to be approved by Town Meeting. Several options are available for presenting the contract costs for the first year. Town Counsel would provide templates for the presentation of the contract costs. She noted that Town Meeting is limited to approval of monetary items, not contract language.

Starting Wage Rate for Town Engineer

JS reviewed the resume of Town Engineer candidate Paul Brinkman. JS requested a starting rate of N-9, Step 5, \$83,700. He also requested that the Board consider starting Brinkman at the 3 week vacation accrual level.

MJ moved to approve a starting wage rate for the Town Engineer, Paul Brinkman of N-9, Step 5, \$83,700 and to approve a starting vacation accrual rate of 3 weeks. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session

DC moved that the Personnel Board enter 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; Review and Potential Vote to Approve Memorandum of Agreement with Police Union regarding a Pending Arbitration; Potential Vote to Approve Executive Session Minutes of 3/6/13 and 3/13/17; Potential Vote to Release Executive Session Minutes of 12/19/16, 1/23/17, 2/13/17 and 3/6/17 and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Discuss Strategy for Upcoming Negotiations with Non-Union Employment Contracts for the Town Administrator, Asst. Town Administrator and Finance Director as an open discussion might have a detrimental effect on the town's negotiating position.

JS noted that the strategy discussion for non-union employment contracts was new from the posted agenda and resulted from an earlier executive session with the BOS.

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

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

DC announced that the Board will reconvene in open session in approximately 30 minutes.

The Board entered Executive Session at approximately 8:30 pm.

The Board returned to Open Session at approximately 8:55 pm.

Topics Not Anticipated 48 Hours in Advance

JS stated that DPW Sr. Foreman was recommended to fill the vacancy of DPW Superintendent. The promotion moves Doucette from the Teamsters bargaining unit to the AFSCME 1 bargaining unit. JS requested a starting wage rate for Doucette of Grade G-9, Step 7 in the amount of \$85,749.

MJ moved to approve the starting wage rate for J. Doucette at a Grade G-9, Step 7 in the annual amount of \$85,749. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

The Board scheduled its May meeting for 5/15/17 at 7:00 pm.

MJ moved to adjourn the meeting at 9:10 pm. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

April 24, 2017

Document:

Brinkman Resume
Creative Services Brochure
Draft Minutes of 03/06/17 and 03/13/17
Policy Draft - Drug Free Workplace
Policy Draft - Standards of Conduct
Y&FS Response to Proposal Questions