

Personnel Board Meeting
Wayland Town Building - Selectman's Office
Minutes
June 19, 2017 7:00 p.m.

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

Also Present (On telephone due to illness): J. Senchyshyn (JS)

DC called meeting to order at 7:04 p.m.

Public Comment

None.

Proposal for Background Checks for New Employees

Reviewed JS & DC's edits to CSI's User Certification and Master Service Agreement. Discussed Town Counsel's edits. JS will send revised agreement to CSI for comment.

YAC Proposal to Restructure Youth & Family Services

Reviewed job descriptions for the new Youth and Family Services Director, the revisions for the Asst. Director and a draft for the new Clinician position. Lynn Dowd, Youth & Family Services Director joined the meeting.

On all three agreements, it was agreed that the term "churches and synagogues" should be replaced with "houses of worship." On the Director's job description, it was agreed under Supervision Received that the term "and administrative" should be placed in between the words "policy direction;" under Essential Functions, the words, "and oversees use of contracted services," should be added at the end of the ninth paragraph. On the Director/Clinician's job description, it was agreed that under Essential Functions, in the seventh paragraph, a period should be placed after the word "Officer" and the words "implements community education programs" should be deleted. In the Clinician's job description, it was agreed that under License/Certificate, the words "or license eligible" should be deleted.

JS to meet AFSCME union representative to discuss.

Starting Wage Rates – Department Assistant, Building Dept.

JS informed the Board that Elizabeth Reef has been working in the Building Department as a temporary services employee for approximately eight months, as a backfill for an employee on medical leave. The employee is not able to return to work on a full-time basis so the job was posted and Elizabeth was selected as the replacement. Elizabeth has proven to be very valuable to the Building Dept. and the ZBA. JS requested Elizabeth be approved at a starting rate of C-14, Step 8, \$47,506 annually salary.

MJ moved to approve the starting rate. 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 of the Meeting

JS informed Board that Norma Badger is not able to return to her job in the Building Dept. from medical leave. She is about to run out of sick time. JS requested that he be allowed to ask other non-union employees to donate sick time to Norma, for a maximum of 90 days.

MJ moved to approve the transfer of sick leave to Norma Badger to extend the leave for a period of no more than 90 days. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Minutes of 5/15/17

The minutes were amended as follows:

...JS presented the Firefighters requests...

MJ moved to approve the minutes of 5/15/17. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Survey Department

JS informed the Board that the Survey Department is changing. The Surveyor is being reassigned and relocated to the DPW and will work with the Town Engineer under the direction of the DPW Director. The GIS Coordinator is being reassigned to IT and will report to the IT Director. The Board reviewed the two job descriptions.

JS informed the Board that the Surveyor has filed for a reclassification. JS informed the Surveyor that the Board could not consider the reclassification until the job description was updated. The Board reviewed the reclassification request.

Police Vacation Carryover Requests

JS presented three Police Officer requests for vacation carry over. He noted that the requests were consistent with past requests and Town By-laws.

MJ moved to approve the vacation carryover requests. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Discussion of BOS Governance Guidelines

The Board reviewed the BOS Governance Guidelines.

Restructuring of the Board

JG nominated MJ to serve as Chair and MP as Vice-Chair. 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 in a Joint Executive Session with the Board of Selectman strategy for collective bargaining negotiations with Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters bargaining units and to potentially approve and release Executive Session Minutes of 3/13/17 and to vote to Approve Executive Session Minutes of 5/15/17.

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

PS 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 entered Executive Session at approximately 7:58 p.m.

The Board returned to Open Session at approximately 8:30 p.m.

The Board scheduled its July meeting for 7/17/17 at 7:00 p.m.

JG moved to adjourn the meeting at 8:35 p.m. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Documents From Personnel Board Meeting

Regular Session

June 19, 2017

Document:

Draft Creative Services Agreement

Draft Minutes of 5/15/17

Governance Guidelines and BOS Liaisons

Police Vacation Carryover

Draft Job Descriptions

Y&FS Director

Asst Youth Director/Clinician

Clinician

GIS Coordinator

Surveyor

Reef Resume

Notice of Intent to Retire