

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
September 11, 2017 7:00 pm

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

Also Present: J. Senchyshyn (JS)

MJ called the meeting to order at 7:02 pm.

Public Comment

None.

HR Director and Asst. Town Administrator Job Descriptions

Town Administrator N. Balmer (NB) joined the meeting. She reviewed her plans for restructuring the Selectmen’s Office following the Asst. Town Administrator/HR Director’s retirement. NB proposed creating a stand-alone HR Director position. A copy of the revised job description was reviewed by the Board. Members posed several questions related to duties. The Board suggested several minor edits. The Board also expressed its desire that the selected candidate have a strong labor background and be able to negotiate labor contracts.

JS stated that the Asst. Town Administrator job description was not yet ready for review. NB indicated that she was considering eliminating the Financial Administrator position and creating new position incorporating the Asst. Town Administrator duties. JG inquired if there were sufficient funds to sustain such a change. JS stated the proposal would be to create both positions at an N9 level. At top step, the proposal would cost less than the current structure.

DC moved to approve the job description for the HR Director at a grade N9 as amended. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate for Executive Asst. to Town Administrator

JS reported that Executive Asst. to the Town Administrator M. DiNapoli is retiring at the end of September. D. Porter was previously engaged by the Town to make recommendations on communication issues. He is also serving the Town in a temporary capacity by providing support to the ZBA and Building Department during the 40B hearings. Porter has expressed a desire to pursue a career path of town administration and seeks an entry into municipal government. The Executive Assistant position is a good match for both him and the Town at this point in time. NB spoke to how Porter would fit into the transition plans. JS stated that given his background, experience, education and current earnings a starting wage rate of G5, Step 10 at \$63,355 is being requested. Members discussed the merits of hiring an employee at the top step of a grade.

JG moved to approve the starting wage rate for David Porter as Executive Asst. to the Town Administrator at an N5, Step 10, \$63,355. DC seconded the motion. MJ, DC, PS and JG having voted in the affirmative, and MP having voted in the negative, the motion passed, 4-1.

NB left the meeting.

Compensation for Town Clerk

Town Clerk B. Klein (BK) joined the meeting. BK spoke to the manner in which her annual salary increases are calculated. She questioned why the Town Clerk is not on a step system as other Town employees. BK presented information from other communities as to how their Town Clerks are compensated. Other Town Clerks appear to be part of classification plans. BK asked if this system could also apply to Wayland.

Members discussed the compensation methodology. It is driven by an annual warrant article sponsored by the BOS. JS noted that the Town Clerk position is not governed by many of the aspects of the By-laws or policies such as work hours, vacations, sick leave, etc. Perhaps an appointed Town Clerk would be a better fit under a classification plan. Several legal questions were posed as to how a change could be made. JS indicated that he would consult with Town Counsel and report back to the Board at the next meeting.

BK left the meeting.

Town Surveyor Job Description Reclassification

JS stated that the Board had reviewed a draft of the revised Town Surveyor job description at its last meeting and had posed several questions. JS had reviewed those questions with the DPW Director and the responses were incorporated into the current draft. The recommendation was to accept the changes to the job description as proposed which remove the Department Head duties and responsibilities and regrade the position as a G7. JS noted that there is an agreement with the AFSCME union representing the incumbent to be discussed in executive session.

PS moved to amend the job descriptions for the Town Surveyor and regrade the position as a G7. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Requests for New Positions

JS referenced the budget packet that was provided to Department Heads. A schedule needs to be established for departments to present their requests for new positions or changes to existing positions to the Personnel Board. JS noted that requests for positions are to be vetted with and approved by departments' supervisory authorities prior to being presented to the Board. The budget is due to be entered into MUNIS by the close of business on Friday, October 27th. Those entries should include the Personnel Board's recommendations. Following a brief discussion the Board set October 16th as the review date.

FY 19 Budgets

JS stated that initial FY 19 budgets are due by September 25th. He prepared a level funded budget for the Board's review. The Board reviewed several years of spending history and discussed the merits of maintaining a level budget request.

PS moved to submit a FY 19 budget request equal to FY 18 in the amount of \$15,000. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Town Meeting Articles

JS stated that there are 3 fall Town Meeting articles for the Board to vote its position: 1) Fund Collective Bargaining Agreements for FY 18 which was reviewed by Town Counsel and incorporates her comments, 2) Wage & Classification Article for Non-Union Employees and 3) Compensation for Town Clerk. The Board reviewed the articles. DC suggested clarifying the union affiliations in the body of the article to Fund Collective Bargaining Agreements. JS said he would be more descriptive in the definitions. No additional comments were applicable to the other 2 articles

JG moved to recommend the Town Meeting article to Fund Successor Collective Bargaining Contracts. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

DC moved to recommend the Town Meeting article to adjust the Wage & Classification Plan for Non-Union Employees. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

DC moved to recommend the Town Meeting article to adjust the Compensation for the Town Clerk. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Minutes of 7/17/17

The Board reviewed the draft minutes of 7/17/17 and made the following edit.

... ~~GIC~~ GIS Coordinator ...

DC moved to approve the minutes of 7/17/17 as amended. MP seconded the motion. Four members having voted in the affirmative, the motion passed. PS abstained as he did not attend the meeting.

Minutes of 8/11/17

The Board reviewed the draft minutes of 8/11/17 and made the following edit.

... 8:01 ~~pm~~ am ...

MP moved to approve the minutes of 8/11/17 as amended. PS seconded the motion. Three members having voted in the affirmative, the motion passed. DC and JG abstained as they did not attend the meeting.

Executive Session

MJ moved that the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Collective Bargaining Negotiations for Police and Fire Negotiations; to Review Memorandum with AFSCME-1 regarding the Town Surveyor; Review and Potentially Approve the Executive Session Minutes of 7/17/17 and 8/11/17; Review and Potentially Release the Executive Session Minutes of 1/23/17, 2/13/17, 4/24/17, 5/15/17, 6/19/17, 7/17/17 and 8/11/17, and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to Review and Discuss the Employment Contract of the Town Administrator.

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.

MJ took a roll call vote:

Member Green	Aye
Member Schneider	Aye
Member Cohen	Aye
Vice Chair Peabody	Aye
Chair Jones	Aye

MJ announced that the Board will reconvene in open session in approximately 35 minutes.

The Chair invited JS to join the executive session.

The Board returned to open session at 9:25 pm.

Release of Executive Session Minutes

JG moved to release the redacted executive session minutes of 4/24/17, 5/15/17, 6/19/17 and 7/17/17 and to release unredacted executive session minutes of 8/11/17. DC 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

None

MP moved to adjourn the meeting at 9:32 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

September 11, 2017

Document:

ATM Article - Collective Bargaining

ATM Article - Wage & Classification

ATM Article - Town Clerk Compensation

Budget - FY 19 Personnel

Board

Budget Directions FY 19

HR Director Draft Job

Description

Porter Resume

Town Clerk Draft Job

Description

Town Clerk Salary Comps

Town Clerk Peer Towns

Town Surveyor Draft Job Description

Town Surveyor Draft Job Description - Redlined

Ex Minutes 4/24/17

Ex Minutes 5/15/17

Ex Minutes 6/19/17

Ex Minutes 7/17/17

Ex Minutes 8/11/18

Draft Minutes 7/17/17

Draft Minutes 8/11/17