

Personnel Board Meeting  
Wayland Town Building – Council on Aging Room  
Minutes  
October 16, 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 7:03 pm.

Public Comment

Resident Anette Lewis had 2 comments:

1. She noted that Town employees should use their correct titles. She submitted an email to the Board where the Town Planner signed his email as the Director of Planning. And,
2. She wanted to again remind that Board that when the review and recommendations for FY 19 position requests are being considered later in the evening, that those requests have associated OPEB implications for any positions that are recommended for FY 19.

Review of FY 19 Position Requests with Department Heads

Fire – The Asst. Fire Chief Neil McPherson (NM) presented requests for 2 new Firefighters. The request would add a new Firefighter to 2 of the 4 shifts. Asst. Chief McPherson noted that as currently staffed, the Fire Department has not been able to fully convert to an Advanced Life Support (ALS) service. He stated that Firefighter staffing has not changed since the 1970s, yet the demand for emergency medical services has increased dramatically. The demand for services continues to be influenced by the rise in senior living facilities in Wayland. The Fire Department cannot fully implement the ALS service without the increase in staff. NM noted that reliance on mutual aid from neighboring towns is not a viable solution as response time would likely be greater from another community. An increased in-house response to medical emergencies might also enhance ambulance revenues. Should the Department be successful in adding 2 Firefighters, the Department would seek 2 additional Firefighters in future years to balance the shifts. JS noted that when fully loaded with benefits, the annual costs will exceed \$200,000 for 2 positions. NM stated a minimal off-set to overtime is possible, but any such reduction is contingent upon call volume.

Police – Police Chief Patrick Swanick (ChS) requested one new Police Officer. ChS stated that the overall Police Department staffing has not increased since the 1990s, yet call volume has risen substantially in recent years, much of the increased call volume is attributable to Town Center. An additional Officer would balance the night shift so that 3 Officers would be on each shift. The Department would better be able to respond to emergency calls and focus additional resources to traffic enforcement. JS stated that a fully loaded position with benefits would carry an annual cost of approximately \$95,000. CS believes a potential \$6,000 reduction in overtime would help offset the cost.

Conservation – Conservation Administrator Linda Hansen (LH) requested increased hours for the Conservation Land Manager from 19 hours/week to 28 hours/week. The Conservation Land Manager was recently added as a 19-hour per week, non-benefits eligible position, but more work needs to be completed on conservation land. LH expressed the need for additional field

work, clearing of trails and overall care of conservation lands as reasons for requesting an increase in hours. The department owns and maintains its own mowers and is anticipating purchasing additional equipment to aide in maintenance efforts. JS stated the estimated wage increase is \$11,100. The increase in hours will make the position benefits eligible, which could add significantly more in costs. PS asked about the potential increased use of volunteers. Discussion ensued about planning for maintenance as part of the acceptance process for acquiring new land.

Council on Aging – Council on Aging Director Julie Secord (JSe) and COA member Nancy Leifer (NL) requested increased hours for the Project Coordinator from 18 hours/week to 30 hours/week. JSe spoke to the breadth and depth of programming in the Council on Aging. For example, upwards of 5,700 meals are delivered annually. Staffing comparisons were made with the senior centers in Sudbury and Weston. The increasing senior population was referenced as a continuing factor in the COA’s ability to offer appropriate services to the senior population. JSe expressed the difficulty the staff is having in keeping pace with events. NL commented on the loyalty and flexibility of the existing staff in completing the COA’s initiatives. JS noted that the estimated wage increase is \$18,575. The increase in hours will make the position benefits eligible, which could add significantly more in costs.

DPW – Public Works Director Tom Holder (TH) requested 1 new position, a Project Manager and a change in hours for the Transfer Station Heavy Equipment Operator from 19 hours/week to 40 hours/week.

- JS spoke to the request for the Program Manager. The Public Buildings Department is a joint School and Town department. Numerous capital projects are backlogged. Active projects total 40 of which 22 are Town projects, 12 are School projects, and 6 projects are under the Green Communities Grant. It is not feasible for one Department Head to manage this many projects. Even if the several high cost projects are established with an Owner’s Project Manager, there remains too many additional projects to reasonably manage. It is not expected that the overall project load will diminish in the future. JS stated that the Town Administrator’s Office has invested considerable time in evaluating the back-logged projects and potential solutions. In working with the Public Buildings Director and the DPW Director, and after having consulted with the School Superintendent, the Town Administrator’s Office is suggesting the addition of a Project Manager position to the DPW to assist in project management. The Project Manager would report directly to the DPW Director. The focus of the Project Manager would be on horizontal projects, not building structure projects. The exception could be DPW related projects. JS said the proposal was presented to the BOPW. The BOPW was supportive of the concept by a vote of 4-1. The cost of the position including benefits is estimated at \$117,000.
- TH spoke to the second request which is to increase the hours of 1 of the 2 part-time Heavy Equipment Operator positions at the Transfer Station from 19 hours/week to 40 hours/week. This position is currently vacant due to the death of the previous incumbent and has been filled for the past year with various DPW employees who have been re-deployed from their regular assignments. TH said 2 part-time positions do not provide adequate staffing for the Transfer Station. Even when filled, there was a reliance on moving other DPW workers to the Transfer Station on overtime to cover scheduled

absences. JS stated the estimated wage increase is \$23,400. The increase in hours will make the position benefits eligible, which could add up to an additional \$20,000 in benefit costs. TH stated that approximately \$13,000 in off sets to the overtime account is expected by not backfilling the current vacancy on Saturdays. He also noted that the position and the benefits would be funded through the Transfer Station revolving account and not have an effect on the overall operating budget.

WWMDC – Commissioners Fred Knight (FK) and Rick Green (RG) sought to increase the hours of the Account Specialist from 19 hours/week to 24 hours/week. FK spoke to a cooperative effort that has been underway with the DPW Engineer assisting the WWMDC with his wastewater expertise. With the increase in accounts and the reported level of responsibility of the Account Specialist, additional hours are required. FK noted that the Account Specialist works independently and has become the primary point of contact for those engaging the WWMDC. JS noted that the estimated wage increase is \$10,000. The increase in hours will make the position benefits eligible, which could add significantly more in costs. Any increases would be funded from the wastewater enterprise fund.

JS also stated the potential structure of wastewater staff in the future is not clear. Given the WWMDC's continuing talks with the BOPW and DPW, there is the possibility of incidental significant changes in the manner in which staff is used to address wastewater operations. Until there is a more definitive staffing plan for the future, increasing the hours of the Account Specialist could be problematic.

Chair MJ announced that the Board would take a 5 minute break and re-convene in the Selectmen's Office.

#### Review and Discussion on Recommendations for Department's FY 19 Position Requests

The Board discussed the departments' requests for FY 19 positions.

Fire – The Board acknowledged the increase in calls and the life safety issues associated with the call volume. The financial commitment to add two Firefighters is substantial. However, providing a timely ALS response is significant. While the need is legitimate, it has to be balanced against the ability to fund the positions. The Board was supportive of increasing shift size if funding can be addressed.

DC moved to recommend the request for 2 additional Firefighters if adequate funding can be identified. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Police – While acknowledging the increased call volume, the Board did note that this request is not associated with a significant crime increase in Wayland. Another significant funding commitment is required, with a minimal overtime offset. If funding is available, the Board supports the Police request.

JG moved to recommend the request for an additional Police Officer if adequate funding can be identified. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Conservation – While there may be a legitimate need to clear trails and care for the land, members discussed how pressing the need is when compared to other requests. The Board also considered an increased use of volunteers and/or seasonal workers as alternative to increasing the hours and creating a benefits eligible position. If Conservation continues to acquire more land, it was suggested that provisions for the upkeep and maintenance of the land should be made when the proposal to purchase the land is presented. Otherwise, requests for land management positions will continue.

MP moved to recommend the request for additional hours up to 28 hours/week for the Conservation Land Manager if adequate funding can be identified. JG seconded the motion. Four members, PS, MP, JG and MJ having voted in the affirmative, and DC having voted in the negative the motion passed 4-1.

Council on Aging – The Board recognize the increase in the senior community and the need for service. Members discussed the services that are being offered and suggested that the Town should identify the breadth of services it deems necessary to be offered and set appropriate staffing levels to deliver those services. If programs and services continue to grow, so will requests for staffing. The Board acknowledges the work of the staff in managing events and programming. To maintain the level of service, additional hours seem appropriate and the Board supports the request if funding is available.

JG moved to recommend the request for additional hours up to 30 hours/week for the COA Project Coordinator if adequate funding can be identified. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

DPW – The Board discussed the request for the Project Manager. The current scheme to manage projects is not workable and adjustments need to be made. Without consideration for this position, it is not realistic to expect that the Public Buildings Department to manage projects through to completion. Projects are languishing and appropriated funding is not being used on a schedule as anticipated. It is not expected that the overall project load will diminish in the future. The Board is supportive of the proposal.

PS moved to recommend the request for the DPW Project Manager if adequate funding can be identified. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

The Board then discussed the request to increase the hours of a part-time Heavy Equipment Operator position at the Transfer Station. In that the increased hours alleviates significant overtime, and given that the funding source is the Transfer Station Revolving Fund and does not affect the operating account, the Board supports this request.

DC moved to recommend the request for additional hours up to 40 hours/week for the Heavy Equipment Operator position at the Transfer Station, provided that all wage and benefit costs are charged to the Transfer Station Revolving Fund and does not affect the operating budget. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

WWMDC – Board members discussed future staffing possibilities. Until there is a more definitive staffing plan for the future, the Board does not recommend increasing the hours of the Account Specialist.

PS moved to not recommend the request for additional hours for the Account Specialist. JG seconded the motion. Five members having voted in the affirmative, the motion passed.

The Board discussed drafting a memo to the Finance Committee to convey the recommendations. JG agreed to work with JS in preparing the memo.

#### Introduction of Board Member Email Addresses

JS shared with the Board the Town's intent to provide all board members with Town email accounts. The Personnel Board will be one of the first boards to receive a Town account. JS distributed information from the IT Director on how to establish the account.

#### Compensation for Town Clerk

JS shared his discussion with Town Counsel on compensation for elected officials. Under M.G.L Ch. 41, Sec 108A elected officials cannot participate in a wage & classification plan. However, under M.G.L Ch. 41, Sec 108 the Town could create a Special Act which would place an elected official on a classification plan. Given the language contained in the General Laws, there appear to be several options in addressing the compensation of the Town Clerk:

- Keep it as a separate article under ATM to set annual compensation,
- Draft a Special Act to create or add the Town Clerk to a wage & classification plan, or
- Change the Town Clerk to an appointed position and add it to the non-union wage & classification plan

The Board discussed the options and determined this item is better addressed by the BOS. JS indicated that he would share the discussion with the BOS.

#### Discussion on Preparation for BOS Warrant Hearing and Fall Town Meeting

JS reviewed the plans for the BOS warrant hearing and STM. He expected that the article regarding approval of the initial year of funding for the union contracts could garner discussion as it is new to Town Meeting. He suggested one of the members attend the warrant hearing on 11/6/17. DC indicated that she would be able to attend. JS noted that there is a meeting scheduled for 10/30/17 with the Moderator and Town Counsel to review motions. MJ stated that she would be available for STM.

JS reviewed the wage charts which would be included in the warrant for both non-union positions and those collective bargaining agreements which are settled. There are no plans to include FTE accounts as there is not a proposed change to the budget.

#### Update on HR Director Search

JS updated the Board on a search for his replacement. The HR Director position was advertised on 10/1/17. The job description for the Asst. Town Administrator would likely come before the Board at its next meeting. JS indicated that an interview committee would be created to interview HR Director candidates. He asked for a Board member to serve on the interview committee. PS volunteered to serve in that role.

#### Minutes of 9/11/17

The Board reviewed the draft minutes of 9/11/17.

PS moved to approve the minutes of 9/11/17 as amended. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Executive Session

MJ moved that the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to review and potentially approve a Police MOA; review and prepare for Fire grievance regarding educational incentives; review and potentially approve the Executive Session Minutes of 9/11/17; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(2) to review and discuss an employment contract for the Police Chief.

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

DC 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 20 minutes.

The Chair invited JS to join the executive session.

The Board returned to open session at 10:35 pm.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting

None

MP moved to adjourn the meeting at 10:40 pm. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

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John Senchyshyn  
ATA/HRD

**Regular Session**

**October 16, 2017**

Document:

Position Request - Conservation

Position Request - COA

Position Request - DPW HEO

Position Request - DPW Project Manager

Position Request - Fire

Position Request - Police

Position Request - WWMDC

Personnel Board Emails

MGL 108

MGL 108A

Wage & Classification Plan

Draft Minutes 9/11/17