

TOWN OF WAYLAND - TOWN CLERK'S OFFICE
NOTICE OF MEETINGS OF TOWN BOARDS/COMMITTEES/COMMISSIONS

Posted in accordance with the provisions of the Open Meeting Law

NAME OF BOARD/COMM: Wayland Wastewater Management District Commission
FILED By: Jane Capasso
DATE OF MEETING: Monday, 16 Oct 2017
TIME OF MEETING: 8:30 PM
PLACE OF MEETING: Wayland Town Building

PROPOSED AGENDA

Note: Items may not be discussed in the order listed or at the specific time. Times are approximate.

- 8:30 1. Call to order

- 8:31 2. Public comment

- 8:35 3. Joint meeting with Personal Board to discuss increasing allotment for Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. Possible vote at next WWMDCC meeting to approve these changes, depending on Personnel Board's judgment. If this is successful, action will be taken for the FY2019 budget.

- 8:50 12. Public Comment

- 9:00 13. Adjourn

Agenda item 3. Discussion

Proposal from Fred Knight, WWMDCC chair, for increasing allotment for WWMDCC Account Specialist from 19 to 25 hrs/wk and upgrading of job classification from N-3 to N-4. The increased cost is about \$14,000/year. Discussion of this proposal occurred at 20 Sep 2017 WWMDCC meeting, and the two WWMDCC members will appear before the Personnel Board on 16 Oct 2017.

After another year of continued need for more hours by the WWMDCC Account Specialist and, in addition, increasing autonomy of the job, the WWMDCC chair is renewing a campaign to get the job up to 25 hrs/wk and upgraded from N-3 to N-4. For the calendar year to date, Jane Capasso, the Account Specialist, has averaged 3.29 hrs/wk over her allotment of 19 hrs/wk. In addition, she continues to take on more responsibility for quarterly billing, monitoring condo sales, interacting with the new Town Engineer on emergency response and system maintenance, and bringing other administrative needs to the attention of the WWMDCC. These increases are additions to her already long list of tasks, including meeting preparation, dealing with users, monitoring budget, paying bills, preparing monthly budget reports, interacting with water department, and monitoring contractor expenses at the Wastewater Treatment Facility. Still, some tasks continue to be put off, e.g., upgrading the web site and reorganizing old WWMDCC files.

The proposal is to make two modifications to the position of Account Specialist for the WWMDCC.

First, the job warrants an upgraded classification from N-3 to N-4 due to the large amount of autonomy now inherent in the job. The current positions in these categories are:

N-3 Computer Technician
N-3 Conservation Land Mgr-PT
N-3 Human Resources Assistant
N-3 Outreach Coordinator
N-3 Recreation Program Asst – PT
N-3 WWMD C Account Specialist
N-4 Administrative Asst – Police
N-4 Benefits Manager

I think N-4 is reasonable. According to the Assistant Town Administrator, the hourly rate would go from \$25.89 to \$27.34, with a possible additional 2% increase due to negotiations, effective 1 July 2017. An argument in its favor is Jane has no Town employee as a supervisor. Another argument is that the original legislation envisioned a Director, which we never instituted and is still deemed inappropriate by the WWMD C. What seems important to me is the autonomy of the position. Even though the Account Specialist consults with the volunteer WWMD C chair, the incumbent acts without immediate supervision. The [job description \(http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf\)](http://www.wayland.ma.us/Pages/WaylandMA_HR/desc/WWMDCas.pdf) encompasses this independence, so the category of N-4 seems more appropriate.

Second, the job is not doable in under 19 hours/week, at its current level. When we hired Jane Capasso in June 2015, we were unsure how much time would be needed due to Jane being new to the Vadar and MUNIS town systems and requiring a learning curve on the WWMD C operations. I had thought that initially there would be more than the amount being spent by Cindy Cincotta (11-18 hrs/week) who was familiar with all Town fiscal operations, but that the required time would subside as Jane got familiar with the job. It is evident now that there is more to the job on an on-going basis. Since Jane took on the job, there have been a number of additional time-consuming tasks. Some of these are the continued increase in the number of wastewater users as the Lillian Way condos have been built, the incorporation of the quarterly water billing system into the wastewater billing, a significant survey of the Town Center for Title V allocations that has turned up important information, a move of the wastewater operation from the Town Building to the DPW Building, the improved budgeting fidelity and better merging with other MUNIS account structures, understanding of the final disposition of the capital project of building the new Wastewater Treatment Facility, and a general increase in the number of tasks that will remain on an on-going basis.