

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Draft Minutes
January 29, 2018 7:00 pm

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

Also Present: J. Senchyshyn (JS)

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

Public Comment

None

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 approve a MOA with the Fire Union; to review and approve the Executive Session Minutes of 12/18/17; to review and potentially release the Executive Session Minutes of 4/24/17, 5/15/17, 6/19/17, 9/11/17, 10/16/17, 11/13/17 and 12/18/17. The Chair declared that a public discussion of these items may have a detrimental effect on the bargaining position of the Town.

PS seconded the motion.

MJ took a roll call vote:

Member Schneider	Aye
Member Cohen	Aye
Member Green	Aye
Chair Jones	Aye

The Board invites Asst. TA/HR Director JS to join the Board in executive session.

MJ announced that the Board will reconvene in open session in approximately 20 minutes.

The Board returned to open session at 7:15 pm

Personnel Board 2018 Warrant Articles

JS presented revisions to both the Wage & Classification article and the Fund Initial Year of the Collective Bargaining article. Costs were now available for both articles and that information could be incorporated into the articles.

DC moved to approve the revisions to the Wage & Classification article and the Fund Initial Year of the Collective Bargaining article. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ signed the revised articles.

Personnel Budget

JS inquired if the Board would consider making its Adjustment Fund of \$5,000 available to the Fire Chief to as part of the settlement for an earlier Fire grievance. The Board asked if there were any other

expenses expected that would be charged to the account. JS did not anticipate any. The Board was not comfortable releasing the funds at this time and suggested the Chief check back with the Board in May.

Executive Session

MJ moved that the Personnel Board enter executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to hear a Step 2 Police grievance regarding termination of employment. The Chair declared that a public discussion of these items may have a detrimental effect on the bargaining position of the Town.

PS seconded the motion.

MJ took a roll call vote:

Member Schneider	Aye
Member Cohen	Aye
Member Green	Aye
Chair Jones	Aye

The Board invites Asst. TA/HR Director JS, Police Chief Pat Swanick, Police Lt. Sean Gibbons, Officers Mark Wilkins, Mark Hebert, and Chris Custodie from the Police Union and the grievant to join the Board in executive session.

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

The Board returned to open session at 8:40 pm

Reclassification Request – DPW Water Treatment Plant Manager

DPW Director T. Holder (TH) joined the meeting. JS reviewed the history of the position. It has been difficult to keep the position filled. In that the position is affiliated with AFSCME 1, it is not overtime eligible, nor is it eligible for on-call work. JS stated that he worked TH to and update the duties and responsibilities. TH walked through the proposed changes with the Board and the rationale for the changes. HE asked the Board consider the title of DPW Water Treatment & Compliance Manager. Members questioned TH on the new responsibilities and the compliance aspect of the position. JS requested that the Board reclassify the job from a G-6 to a G-7B on the AFSCME 1 scale.

DC moved to approve the reclassification request and accept the proposed job description for a DPW Water Treatment & Compliance Manager at an AFSCME 1 G-7B grade. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Reclassification Request – DPW Administrative Coordinator

TH reviewed the proposed changes to the duties of the position. He was seeking to incorporate both staff supervision and procurement responsibilities into the revised duties. The scope of the proposed job was much broader than currently structured. JS requested that the position be retitled to DPW Business Manager, moved to the AFSCME 1 professional bargaining unit and regraded to a G-6. As part of the AFSCME 1 bargaining unit, the position would no longer be overtime eligible.

DC moved to approve the reclassification request and accept the proposed job description for a DPW Business Manager at an AFSCME 1 G-6 grade. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Job Description – Project Manager

JS stated that the Project Manager had come before the Board at the October meeting requesting new positions. A complete job description was now ready for the Board's review and comment. Should the position be funded at ATM, the job description would come back to the Board for a vote. TH reviewed the proposed job description with the Board.

Job Description – Wastewater Operations Manager

JS stated that this position is new and came together following the October meeting. The request for the position resulted from meetings with members of the BOPW and WWMD, DPW managers, the School Superintendent, Town Administrator, Public Buildings Director and himself. The concerns grew from problems with operations and the contracted services. The parties were of the opinion that wastewater could be better managed internally. Funding for the position would be shared by the WWMD at 60% and the School Department at 40%. TH reviewed the draft job description with the Board. As with the Project Manager, the Wastewater Operations Manager job description would come back to the Board for a vote if approved in the budget at ATM. TH left the meeting.

Job Description – DPW Director

JS reviewed proposed changes to the DPW Director job description based on additional duties for oversight of Public Buildings and the designation of Executive Director functions for the WWMD. The edits for the Executive Director role had been reviewed by Town Counsel. JS believed that over time, wastewater functions would continue to migrate to DPW. Given that the current role would continue to evolve, compensating the DPW Director duties through a stipend would be preferable to changing the positions grade.

PS moved to approve the revisions to the job description for the DPW Director as presented. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Starting Wage Rate – PT Reference Librarian

JS presented the resume of Courtney Michael. She was hired as the new PT Reference Librarian. JS requested a starting wage rate of \$30.17 on the L-4, Step 5 Library wage scale.

DC moved to approve a starting wage rate for PT Reference Librarian Courtney Michael at \$30.17 as a grade L-4, Step 5 on the Library wage scale. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Minutes 12/18/17, 1/2/18, 1/22/18

The Board reviewed the minutes.

DC moved to approve the minutes of 12/18/17. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

PS moved to approve the minutes of 1/2/18. DC seconded the motion. Four members having voted in the affirmative, the motion passed.

The Board amended the minutes of 1/22/18 as follows:

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DC moved to approve the minutes of 1/22/18 as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

HR Transition

JS reviewed the recent interview for the HR Director candidate. The candidate had not responded yet on a desire to move forward in the process. No further candidates are pending. JS discussed with the Board potential alternatives for a transition.

Next Meeting

No meeting was scheduled

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

None

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

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting						
Regular Session						
January 29, 2018						
<u>Document:</u>						
Draft Minutes						
	12/18/2017					
	1/2/2018					
	1/22/2018					
Job Descriptions						
	DPW Director					
	DPW Business Manager					
	WTP Manager					
	Wastewater Operations Manager					
Article Revisions						
	Wage & Classification					
	CBA Funding					
Michael Resume						