

Personnel Board Meeting
Wayland Town Building
Open Session Meeting Minutes
February 25, 2019 8:30am

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

Also Present: L. Miller (LM), Town Administrator, and David Porter (DP), HR Assistant. As noted below, Linda Hansen, Conservation Administrator, joined for relevant portions of the meeting.

JG called the meeting to order at 8:40am.

Public Comment

None

Review and Vote to Submit Articles for the Annual Town Meeting: Wage and Classification Plan and Compensation for the Town Clerk

The Board members reviewed and discussed the draft Wage and Classification Plan Article for Town Meeting. DP distributed a new copy of the draft Article with updates indicating the positions that had been approved by the Personnel Board, and the positions that had not yet been approved by the Finance Committee.

LM explained that the Public Safety/Firefighter, Selectmen's Office/Clerical Assistant and Town Clerk/Department Assistant were all unbudgeted and were being discussed tonight at the Finance Committee meeting. If the FinCom votes to fund them, they will be included in the warrant. If the FinCom does not vote to fund them, they will be deleted from the warrant and will not be filled.

LM explained that the Non-Union Salary Table should have listed the Management Analyst position as N-6 rather than N-8, and that the Board would be voting tonight on the position at the N-6 level.

MJ moved to approve the Wage and Classification Plan, as amended if necessary contingent on the Finance Committee vote.

PS seconded the motion.

The motion passed (5-0)

The Board members reviewed the draft Article relating to compensation for the Town Clerk, which is proposed by the Board of Selectmen. The Personnel Board's role is to vote to recommend for or against the Board of Selectmen's Article. LM explained that the Article aligned the salary of the Town Clerk, who is elected, with the non-union N-8 managerial pay scale. The Town Clerk currently receives benefits even though she is

elected. Compensation level varies depending on whether the Town Clerk is newly elected (the equivalent of a Step 2) or re-elected (the equivalent of a Step 7). The Article proposes a 3.8% increase for FY20 over FY19. The Personnel Board asked LM to go back to the Board of Selectmen and request that they reconsider a 2.25% increase as they had previously recommended.

Discussion and Potential Vote to Approve an Increase in Hours to 30 from 28 per Week for the Conservation Land Manager

Linda Hansen (LH) joined the meeting.

JG stated that she would remain present in the room for this portion of the meeting but would not participate in any vote out of an abundance of caution due to her property being the subject of an inquiry by the Conservation Commission.

LH described that her Department utilized 2 seasonal employees for the summer, and she was proposing that the seasonal rate for these employees be increased in a stepwise fashion so that by 2023, the base rate would be at the \$15.00/hour minimum wage requirement. She stated that the seasonal rate had not increased since 2016.

MJ moved to approve the proposed increase in the seasonal rate for summer staff incrementally from FY19 to FY23.

PS seconded the motion.

Four members voted in the affirmative (JG abstained), the motion passed (4-0)

LH stated that she was seeking staff to increase hours from 28 to 30. The additional time is necessary to efficiently manage seasonal staff, interact with office staff and track maintenance activities. Last year he was moved to 28 hours, and the extra two hours to increase from 28 to 30 are already accounted for in the Department budget.

MP moved to approve the increase in hours from 28 to 30 for the Conservation Land Manager.

PS seconded the motion.

Four members having voted in the affirmative (JG abstained), the motion passed (4-0).

Executive Session

JG moved that the Personnel Board enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21(a)(1) to discuss the physical condition of an individual staff member.

JG took a roll call vote:

Member Cohen: Aye

Member Schneider: Aye

Member Jones: Aye

Member Peabody: Aye

Chair Green: Aye

The Board entered Executive Session at approximately 9:05 a.m.

The Board returned to Open Session at 9:20 a.m.

Review Step 2 Police Grievances Regarding Holiday Pay

LM explained that four officers had brought grievances relating to the Town's method of calculating holiday pay. LM stated that this affected approximately three officers, and amounted to a few hundred dollars total of holiday pay. LM explained that the grievance ultimately was not presented within the required timeframe. The Board discussed various options for responding to the officers including folding the grievance into the ongoing FLSA analysis.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting
None

Jessica Green
Chair, Personnel Board

**Documents from the Personnel Board Meeting
Open Session
February 25, 2019**

1. Draft Article for Town Meeting Warrant: Wage and Classification Plan
2. Chart for Non-Union Seasonal Recreation Department wages, effective May 1, 2019, bringing everyone up to minimum wage and reflecting "paired positions."
3. E-mail from Louise Miller dated February 23, 2019 to Personnel Board members re: error in the Non-Union Salary table
4. Draft Article for Town Meeting: Compensation for the Town Clerk
5. Memo from Linda Hansen, Conservation Administrator, to the Personnel Board dated February 20, 2019 re: Seasonal Pay Rates
6. Memo from Linda Hansen, Conservation Administrator, to the Personnel Board dated February 20, 2019 re: Increase in Land Manager Hours
7. Memo from Mark Wilkins, President NEPBA local 176 to HR Director/Personnel Board dated February 4, 2019 re: (4) Grievances requesting Step (2), Supporting Documents and Rebuttal to Step (1) denial by Chief Patrick Swanick