

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Minutes
July 17, 2017 7:00 pm

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

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 Hear a Step 2 Teamster Grievance; to Discuss Strategy for Collective Bargaining Negotiations for the Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters Bargaining Units; Review Proposed AFSCME 2 Agreement; Review and Potentially Approve the Executive Session Minutes of 6/19/17.

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 Cohen	Aye
Vice Chair Peabody	Aye
Chair Jones	Aye

MJ announced that the Board will reconvene in open session in approximately 40 minutes.

The Chair invited K. Bergen, Teamster Rep and M. Maloney, Teamster to join the executive session.

The Board returned to open session at 8:15 pm.

Review of Job Descriptions for the Youth & Family Services Reorganization

JS reported on his last meeting with the members of the Y&F Services Department. He reviewed the final versions of the job descriptions.

DC moved to approve the job descriptions for the Youth and Family Services Director, the Asst. Youth Director/Clinical Supervisor and Clinician-PT. MP seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of Job Description – GIS Coordinator

JS reviewed the final versions of the GIS Coordinator job description.

MP moved to approve the job description for the GIS Coordinator. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of Job Description – Town Surveyor

JS reviewed the job description for the Town Surveyor. The department head duties had been removed. The incumbent requested a number of edits. The members reviewed the edits. The Board was not agreeable to changing the title. JS indicated that he wanted to review several of the proposed changes with the DPW Director. The consensus of the Board was that the job should be re-graded with the change in department head status. JS said he would bring the item back to the Board at the next meeting. Following the approval of a new job description and grade, the Board would address the reclassification request.

CSI Proposal

JS reviewed the status of the draft contract. It did not appear that the language issues with indemnifying the contractor could be resolved. The Board would be interested in alternative service providers.

Proposed Town Meeting Articles

JS presented 2 draft articles. The first article was for funding the initial year of settled collective bargaining agreements. The language for the article was suggested by Town Counsel. The second article was an across-the-board increase for non-union staff. This item was normally presented at Town Meeting in April, but it was delayed this year pending negotiations with the labor unions. JS reviewed the details in both articles.

The BOS would likely open the warrant in late August.

DC moved to approve the 2017 fall Town Meeting warrant article for the Wage and Classification Plan and the warrant article to fund the initial year of the settled Town collective bargaining agreements. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

MJ signed both warrant article submittals.

Vote to Release Executive Session Minutes of 3/13/17

JS noted that the Board voted in executive session to release the executive session minutes of 3/13/17, but had not taken an open session vote to do so.

MP moved to release the executive session minutes of 3/13/17. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Minutes of 6/19/17

The Board reviewed the draft minutes of 6/19/17 and made the following edit.

... that Norma **Badger** is not ...

DC moved to approve the minutes of 6/19/17 as amended. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

Update - Police Chief Search

JS provided the Board with an update on the Police Chief search. An Assessment Panel had been formed. It is comprised of 3 current and retired Police Chiefs. The Panel reviewed applicants. It was recommended to focus on applicants with Massachusetts police experience. Seven candidates were invited to interview with the Panel. Two subsequently withdrew. The remaining five will interview on 8/2. Those recommended by the Panel to continue would interview with a group of various town board members and department heads later in August. JS asked if a Personnel Board member would like to participate. MJ volunteered.

Update - Payroll Outsourcing

JS reported that 3 companies responded to the RFP. An internal committee reviewed the proposals and recommended a company for further feasibility discussions.

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

None

DC moved to adjourn the meeting at 9:20 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

July 17, 2017

Document:

Draft Minutes of 6/19/17

Draft Job Descriptions

Y&FS Director

Asst Youth Director/Clinician

Clinician

GIS Coordinator

Surveyor

ATM Articles

Non-Union FY 18 Increase

Settled CBAs