

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 16, 2009 7:00 pm

Members Present: N. McCarthy (NM), J. Evans (JE), P. Schneider (PS), N. Willard (NW)

Also in attendance: J. Senchyshyn (JS)

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

Public Comment: None

Review of October 5, 2009 Meeting Minutes: PS moved to approve the minutes of the meeting. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of October 5, 2009 Executive Session Minutes: JE moved to approve the minutes of the meeting. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Water Treatment Plant Job Descriptions: JS reviewed the Water Treatment Plant Manager job description. The position was negotiated with AFSCME at a grade G-5. JS reviewed the Water Worker 3 job description. The position was negotiated with the Teamsters at a grade D-9. Members made several edits to the draft descriptions without changing the essence of the negotiated descriptions.

JE moved to approve the Water Treatment Plant Manager job description as a grade G-5. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

NW moved to approve the Water Worker 3 job description as a grade D-9. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

FY 11 Budget

JS distributed a copy of the FY 11 budget guidelines, along with the FY 10 budget and FY 09 spending. The initial FY 11 budget submission called for an even funded budget with step increases included. No COLA is to be added. The Town Administrator was charged with identifying a 4% reduction. It is highly unlikely that the reduction will be spread evenly amongst the departments. The Town’s 4% reduction equates to approximately \$560K.

BOA Staffing Request:

Board of Assessor (BOA) members S. Rufo, J. Brodie and M. Upton joined the meeting, along with Assistant Assessor E. Brideau (EB). EB reviewed the staffing history of the department. EB presented a plan to revise the Assessing Office, which adds a new position. The new position was referenced as an Appraiser, but it was recognized that such a title was not completely accurate. EB stated that the currently budgeted position of Sr. Clerk would not be filled in the revised organization. EB contended that by adding the new position, thus bringing additional appraisal work in-house, spending on contractual services could be reduced, resulting in an overall budget reduction for the department. BOA members spoke in support of the proposal. JS noted that it might also be appropriate to re-title the Assistant Assessor as part of a reorganization. Personnel Board members asked questions regarding the proposal and the operations of the Assessing Office. EB indicated that a January implementation date would be ideal. The BOA and EB left the meeting.

The Board discussed the merits of the proposal. Further details, including the wage scale for the position, needed to be finalized. JS stated that he would keep the Board apprised, but given the upcoming budget cycle, a recommendation would need to be forwarded to the FinCom soon.

Bereavement Leave – Non-union Employees

JS reviewed the current Bereavement Leave policy for non-union employees. Given the wording of the policy, it could be interpreted to deny probationary non-union employees of Bereavement Leave. He cited the example of the DPW Director. JS noted that the vast majority of the union contracts allow Bereavement Leave for probationary union members. JS requested that the policy be applied in the same manner for non-union employees. The consensus of the Board was to approve Bereavement Leave for the DPW Director.

JS noted that a number of policies for non-union employees should be updated. This will be a project to undertake after budget season.

Appointment of Counsel

JS distributed a copy of the Town Administrator by-law. The by-law stipulated that the Town Administrator was responsible for appointing Counsel. Members questioned the implications of being denied Counsel and any personal liability that might be applicable. JS stated that in the instance of a lawsuit filed against the Board or a member, the Town's insurance carrier would assign an attorney to represent the Board or a member. Members discussed other hypothetical situations.

Separation Agreement – Paula Haimes

JS requested the Board to formally approve the separation agreement with Paula Haimes.

PS moved to approve the separation agreement entered into with Paula Haimes. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Next Meeting: The Board scheduled its next meeting for 12/7/09 at 7:00 pm.

A motion was made by NW to adjourn the meeting and seconded by PS. The Board members having voted 4-0, the meeting adjourned at 8:40 pm.

John Senchyshyn
ATA/HRD