

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

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

Also in attendance: J. Senchyshyn (JS)

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

Public Comment: None

Review of November 9, 2009 Meeting Minutes:

... ~~JE~~ NW seconded ...

NW moved to approve the minutes of the meeting as amended. JE seconded the motion. Three members having voted in the affirmative, the motion passed.

Review of November 9, 2009 Executive Session Minutes: NW moved to approve the minutes of the meeting. JE seconded the motion. Three members having voted in the affirmative, the motion passed.

Review of November 16, 2009 Meeting Minutes: JE moved to approve the minutes of the meeting. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

P. Schneider (PS) joined the meeting at 7:10 pm.

Board of Assessors (BOA) Reorganization:

JS presented final drafts of the org chart, job descriptions and proposed wage rates for the positions within the Assessing Office. He indicated that Assistant Assessor E. Brideau (EB) assisted in developing the information. The current department head position would be re-titled Assessing Director; the new position would be titled Assistant Assessor. The current position of Administrative Assessor would have several job duties removed. There is no change to the Department Assistant position. The Board posed several questions regarding the proposal. Following discussion the Board determined it was supportive of the proposal. It agreed that bringing appraisal work in-house will add consistency to appraisals and should bolster resident confidence. Members discussed a draft memo to the FinCom. JS indicated that he was meeting with AFSCME the following day to discuss the positions.

JE moved to approve supporting the proposed reorganization and to approve the memo to the FinCom. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

Water Treatment Plant Manager – Starting Rate

JS presented the resume of Michael Hatch, the selection for the Water Treatment Plant Manager position. He is currently working for the Town of Marlborough in a comparatively higher capacity. JS requested the Board approve a starting wage rate at top step. While the request is unusual, the candidate is currently being compensated at an annual rate of \$16K above Wayland’s top step. JE raised concern about him accepting such a cut in pay. JS responded that even if he is only an employee for a short time, his expertise will be valuable in the new treatment plant’s start-up operation and training of Water Workers. Wayland’s position also provides him experience in a state-of-art facility. Both the DPW Director and the Town Administrator are supportive of the proposed starting rate.

PS moved to approve the starting rate for the Water Treatment Plant Manager at top step of a Grade 5. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

2010 Annual Town Meeting

JS reviewed the spring election and Town Meeting schedule. Warrant articles will be due on 1/15/10. JS did not anticipate any article other than the wages. At this time members also did not foresee any other articles. In order to approve the wage scales for submission JS suggested a 1/11/10 Board meeting.

Members discussed issues raised by the recent November Town Meeting. JS shared several suggested changes received from residents to improve Town Meeting.

2010 Posting Notices

JS reviewed the Town Clerk’s memo regarding 2010 meeting postings. The Board decided to maintain its current posting practice on a meeting-to-meeting basis.

Vacation Carryover Requests

JS reviewed annual vacation carryover requests to date. No requests had been received for payment of unused vacation time. A final list would be presented at the January meeting.

JE made a motion to move into Executive Session for the purpose of discussing collective bargaining issues and discussing a union grievance. PS seconded the motion.

NM took a roll call vote:

Member Willard	Aye
Member Schneider	Aye
Member Evans	Aye
Chair McCarthy	Aye

The Board members having voted 4-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 45 minute for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:45 pm.

The Board reconvened in Open Session at 8:40 pm.

M. Peabody (MP) joined the open meeting at 8:40 pm.

Council on Aging (COA) – Volunteer Coordinator

B. Soule (BS), Chair of the COA and J. Secord (JSe), Co-Director of the COA joined the meeting. NW recused himself from discussions. BS and JSe reviewed their proposal to move the funding for the Volunteer Coordinator from a formula grant to the Town budget. For the past several years, the Volunteer Coordinator has been funded through a formula grant through the State Office of Elder Affairs. The original intent of the grant was to provide seed money for the position, but not to fund it on a long term basis. The Volunteer Coordinator works 15 hours per week.

BS spoke of the department's heavy reliance on a Volunteer Coordinator given the large number of volunteers assisting in programming. JSe indicated that the Town budget for the position would come from decreased transportations costs. She also indicated that other items would be moved to formula grant funding so that the proposal would be budget neutral. JS asked if the total transaction was cost neutral and if the COA could still meet their sustainable FY 11 budget cuts per the FinCom guidelines if the proposal was approved. BS and JSe responded in the affirmative to both questions.

BS and JSe left the meeting. The Board discussed the COA proposal. Members recognize the valuable role of the Volunteer Coordinator. The Board indicated its support the COA's proposal. The Board instructed JS to draft a memo to the FinCom supporting the COA's request.

MP moved to approve supporting the proposed funding change for the Volunteer Coordinator, provided that the transaction is budget neutral and provided that the COA is able to meet its FY 11 sustainable cuts. PS seconded the motion. Four members having voted in the affirmative, the motion passed. NW abstained.

Next Meeting: The Board scheduled its next meeting for 1/11/10 at 6:00 pm.

A motion was made by NW to adjourn the meeting and seconded by JE. The Board members having voted 4-0, the meeting adjourned at 9:30 pm.

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John Senchyshyn  
ATA/HRD