

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
January 11, 2010 6:00 pm

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

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 6:10 pm.

Member JE attended the meeting via electronic video connection. JS noted that she could participate in discussion during the open session. She could not vote, nor could she participate in the executive session.

Public Comment: None

Review of December 7, 2009 Meeting Minutes:

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

Review of December 7, 2009 Executive Session Minutes:

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

2010 Warrant Article:

JS reviewed the proposed warrant article for May Town Meeting. He noted that the wage scales would follow at a later meeting. The proposed article could be amended by the Board if necessary.

PS moved to approve the warrant article as presented. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

NM signed the warrant article.

Vacation Carryover

JS reviewed employee requests for 2009 vacation carryover. With one exception, the requests were within contractual and policy guidelines.

The exception was B. Cotterly. Cotterly planned vacation for late December, but unfortunately he experienced a severe Workers’ Comp injury. As a result, he will lose 10

days vacation. JS recommend approving Cotterly's request to carryover the additional 10 days vacation, provided that the Teamsters agree to the carryover as a non-precedent setting agreement.

PS moved to approve the vacation carryover as reported and to approve B. Cotterly's request to carryover the additional 10 vacation days provided that the Teamsters agree to the carryover as a non-precedent setting agreement. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Assessing Job Descriptions

JS and PS had met with AFSCME the previous week regarding the new Assessing job descriptions. Agreement was reached with the union. The Assistant Assessor job description was retitled to Assessing Director, with no other changes. The new Assistant Assessor job description would be a grade G-5 and the Administrative Assessor job description would be moved down one grade to a G-3. The Board reviewed the job descriptions.

PS moved to approve the job descriptions and the grades as presented. The Assessing Director job description remains a G-9, the Assistant Assessor job description is a G-5 and the Administrative Assessor job description is re-graded to a G-3. NW seconded the motion. Three members having voted in the affirmative, the motion passed.

Vacation Usage – Probationary Period

The Town Planner had inadvertently used a vacation day while in a probationary status. JS reached agreement with the AFSCME union to allow the transaction with the understanding that it did not set precedent on any other matters. The Board concurred with the agreement.

Voluntary Long Term Disability (LTD) Plan

JS briefly reviewed the new voluntary LTD plan. Notifications had been sent to each Town union with an offer to discuss the plan and answer questions. Employee notifications begin later in the week.

Next Meeting: The Board scheduled its next meeting for 2/22/10 at 7:00 pm.

NW made a motion to move into Executive Session for the purpose of discussing collective bargaining issues and contract negotiations as an open discussion could be detrimental to the Town. PS seconded the motion.

NM took a roll call vote:

Member Willard	Aye
Member Schneider	Aye
Chair McCarthy	Aye

The Board members having voted 3-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 30 minute for the stated purpose. The Board would not be returning to Open Session, but would adjourn from Executive Session.

JE severed her electronic connection and left the meeting.

The Board entered Executive Session at 6:30 pm.

The Board adjourned from Executive Session at 7:00 pm.

John Senchyshyn
ATA/HRD