

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
February 22, 2010 7:00 pm

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

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:05 pm.

Public Comment: None

Review of January 11, 2010 Meeting Minutes:

The minutes were edited as follows:

... Assistant Assessor **job description** was ... new Assistant Assessor **job description** would be ... the Administrative Assessor **job description** would ...

PS moved to approve the minutes of the meeting as amended. NW seconded the motion. Three members having voted in the affirmative, the motion passed. MP abstained in that she was not in attendance at the 1/11 meeting.

Review of January 11, 2010 Executive Session Minutes:

The minuets were edited as follows:

... had not **yet** responded to ...

PS moved to approve the minutes of the executive session as amended. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

2010 Warrant Article – Wage Charts

JS presented the wage charts for inclusion into the warrant article for May Town Meeting. Unions with expiring contracts in are denoted with the phrase “Contract Negotiations in Process.” All other groups reflect “0% Adjustment.” The proposed article could be amended by the Board pending contract settlements prior to the warrant going to print.

NW moved to approve the wage charts for the warrant article. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

SEIU MOA

JS reviewed an agreement with SEIU regarding P. Haimes separation from employment. JS noted that the agreement did not set precedent for either the Town or SEIU.

MP moved to approve the MOA with SEIU regarding P. Haimes separation from employment. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Request for Personal Leave Absence

JS presented H. Lewis' request for a personal leave of absence for 2 days per week. NM inquired if the request was for a specific reason. JS stated that no reason was specified. JS noted that that a personnel action was pending that may add a part-time position to the department, and until that transaction was completed, and until the DPW Director had time to evaluate the change, it seemed premature to consider approving an unpaid leave. He also noted that the DPW Director had not submitted a recommendation regarding the leave. The Board discussed the merits of Lewis' request.

PS moved to deny the personal leave of absence request but noted the Board would be open to reconsidering the leave after a period of time had passed with the new staffing plan. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

Background Checks

JS reviewed information from several companies that provide background checks for prospective employees. The Board discussed different items that would consider for inclusion into background checks. JS noted that the Police Department currently subscribes to such a service. He would discuss the possibility of sharing the service with the Police Chief and report back to the Board.

Ethics Training

JS reviewed the mandatory training requirements with the Board. Training must be completed no later than April 2, 2010. The on-line training provides a certificate upon completion which must be submitted to the Town Clerk's Office.

New Open Meeting Law

The Board reviewed a publication from the law firm of Kopelman and Paige which outlined the upcoming changes in the Open Meeting Law that will become effective on July 1, 2010. Several of the changes are significant. Two evening training sessions are being sponsored by the Town to review the changes and answer questions. JS posed several concerns about changes that will apply to executive session minutes. Assistant Town Clerk K. Siracusa was in attendance and suggested preparing written questions in advance of the training. JS encouraged members to attend one of the two sessions.

New Business

JS reviewed the email from the Town Administrator inquiring into the application of board policies. JS stated that the purpose of the email was to take a sampling of boards with an eye to the development of a revised website.

Old Business

None

MP made a motion to move into Executive Session for the purpose of discussing collective bargaining strategy as conducting the business in open session will have a detrimental effect on the Board's negotiating position. NW seconded the motion.

NM took a roll call vote:

Member Willard	Aye
Member Schneider	Aye
Vice Chair Peabody	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 30 minute for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 8:00 pm.

The Board returned to Open Session at 8:25 pm.

Next Meeting: The Board scheduled its next meeting for 3/8/10. A specific time would be determined pending the time of a multi-board executive session.

NW moved to adjourn the meeting. MP seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 8:30 pm.

John Senchyshyn
ATA/HRD